

**Welcome to the Internet Archive.
A global library community.**

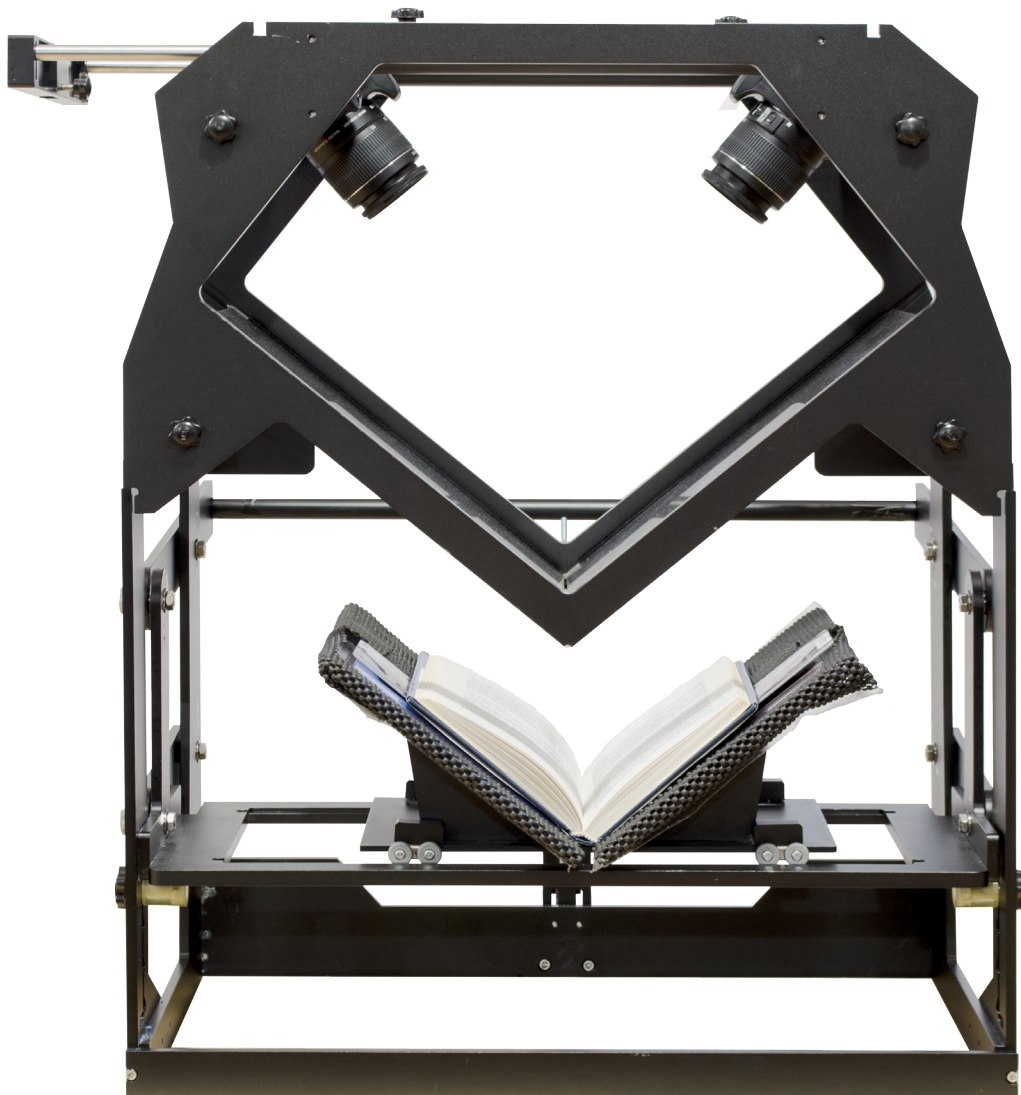


Table Top Scribe

Table of Contents

Getting ready to build your Table Top Scribe	Page 3
Factory calibration, log ins, and passwords	Page 4
Parts list	Page 5
TT Scribe assembly instructions	Page 21
How to set up your Table Top Scribe space	Page 36
Getting your cradle cameras ready	Page 37
Setting up the Large Image Capture system	Page 44
Shoot a book	Page 48
Inserting a large image into a book	Page 66
Shooting a large book	Page 76
Exporting images from local drive	Page 85
Uploading a book (Gold Package)	Page 87
Making a correction on an uploaded Book	Page 88
Disassembling your TT Scribe	Page 95
Contact us	Page 105

An up to date version of the Welcome Packet can be found online at:

<https://internetarchivebooks.zendesk.com/hc/en-us>

If you have any problems building or using your Table Top Scribe, please check online.

Getting ready to build your Table Top Scribe

Before assembling your TT Scribe

1. Time required to set up and assemble your TT Scribe:
 - Completely read instructions: allow 10 - 15 minutes
 - Unpack and confirm parts: allow 15 - 30 minutes
 - Base TT scribe assembly: allow 30 - 45 minutes
 - Camera calibration: allow 15 - 30 minutes
 - Large Image Capture assembly: allow 10-15 minutes
 - Total time: 1.5 – 2.5 hours
2. People needed to assemble your TT Scribe: 3
 - 1 person to read instructions
 - 2 people to assemble the TT Scribe
3. Floor space required: 3 m x 3 m (appx. 100 square ft)
4. Table requirements (confirm before assembling your TT Scribe):
 - Height: 68 - 75 cm (27 – 30")
 - Length: 200 cm (78")
 - Depth: 70 - 76 cm (27.5 - 30")
 - Ensure the space below your table is clear (no bars or items located below the table top) to allow space for the pedal.
5. Space needed to the side of the TT Scribe if using the Large Image Capture arm:
 - Length: 43 cm (17") or longer
 - Height: 70 cm (28") or higher
6. Chair requirements (confirm before assembling your TT Scribe):
 - Height: 45 – 55 cm (18 – 22")
 - Style: adjustable height, non-rolling office chair
7. Lighting: No direct overhead light or sunlight surrounding the TT Scribe.
8. Wifi or internet LAN connection is needed (LAN is preferred).
9. Two electrical outlets are needed. Ensure the electrical plugs on your equipment are correct for your geographical region. If incorrect, please email ttsupport@archive.org.

Beginning to assemble your TT scribe

1. Open crate: Turn and unfasten the latches on front of the crate.
2. Unpack items from crate: Check them against the part list (page 5):
 - Place items on a flat surface, so parts can be easily identified.
 - Remove foam packaging, and save for re-packing.
3. Confirm all parts are present: If parts are missing, please email ttsupport@archive.org.
4. Remove any tape: Surrounding the TT Scribe frame.

After your TT Scribe is assembled

1. Confirm and test: After first test book is uploaded, contact us at ttsupport@archive.org and we will provide feedback on your images (if using the Gold Package).
2. **Important: when completing digitization for the day, always leave computers and cameras powered on. LED lights may be turned off.**

Factory calibration, log ins, and passwords

Confirm Your TT Scribe Number (found on rear):

____ - ____ - ____

TT Scribe Username: _____

ScribeID: _____

Team Viewer Log in: ____ - ____ - ____

Team Viewer Password: _____

Camera 1 Serial Number: _____

Camera 2 Serial Number: _____

Camera 3 Serial Number (if using Large Image Capture):

Camera Arm Setting (right): _____

Camera Arm Setting (left): _____

**If any of the numbers above are missing or incorrect, please email
ttsupport@achive.org.**

Parts List

___ **Foot pedal base (two pieces attached), Quantity: 1**
(Part number 1)

Length: appx. 2 ft (2/3 m)

Weight: appx. 8 lbs (4 kg)



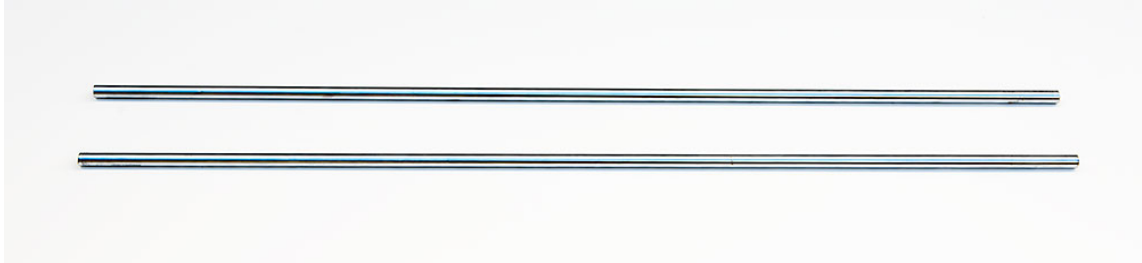
___ **Foot pedal weight, Quantity: 1 (Part number 2)**

Diameter: appx. 4 in (10 cm)

Weight: appx. 4 lbs (2 kg)



- ____ **Foot pedal steel round rod, Quantity: 2 (Part number 3)**
Length: appx. 2.5 ft (2/3 m)
Note: Remove tape from round rods



- ____ **Mouse and keyboard, Quantity: 1 (Part number 4)**
Note: Comes packed in retail box. Remove and save packaging.



- ____ **V block, cradle, and color card mat, Quantity: 1 (Part number 5)**
Size: appx. 1 ft (30 cm)



- ____ **NUC Computer, Quantity: 1 (Part number 6)**
Size: appx. 5 in x 5 in (12 cm x 12 cm)



- ____ **Power adapter for computer, Quantity: 1 (Part number 7)**



___ **Computer monitor and base, Quantity: 1 (Part number 8)**

Note: monitor and base packaged separately

Monitor size: appx. 21 in (53 cm)

Base size: 6 in (15 cm)



___ **Power adapter for monitor, Quantity: 1 (Part number 9)**

Base size: 6 in (15 cm)



- ___ **HDMI cable, Quantity: 1 (Part number 10)**
Base size: 6 in (15 cm)

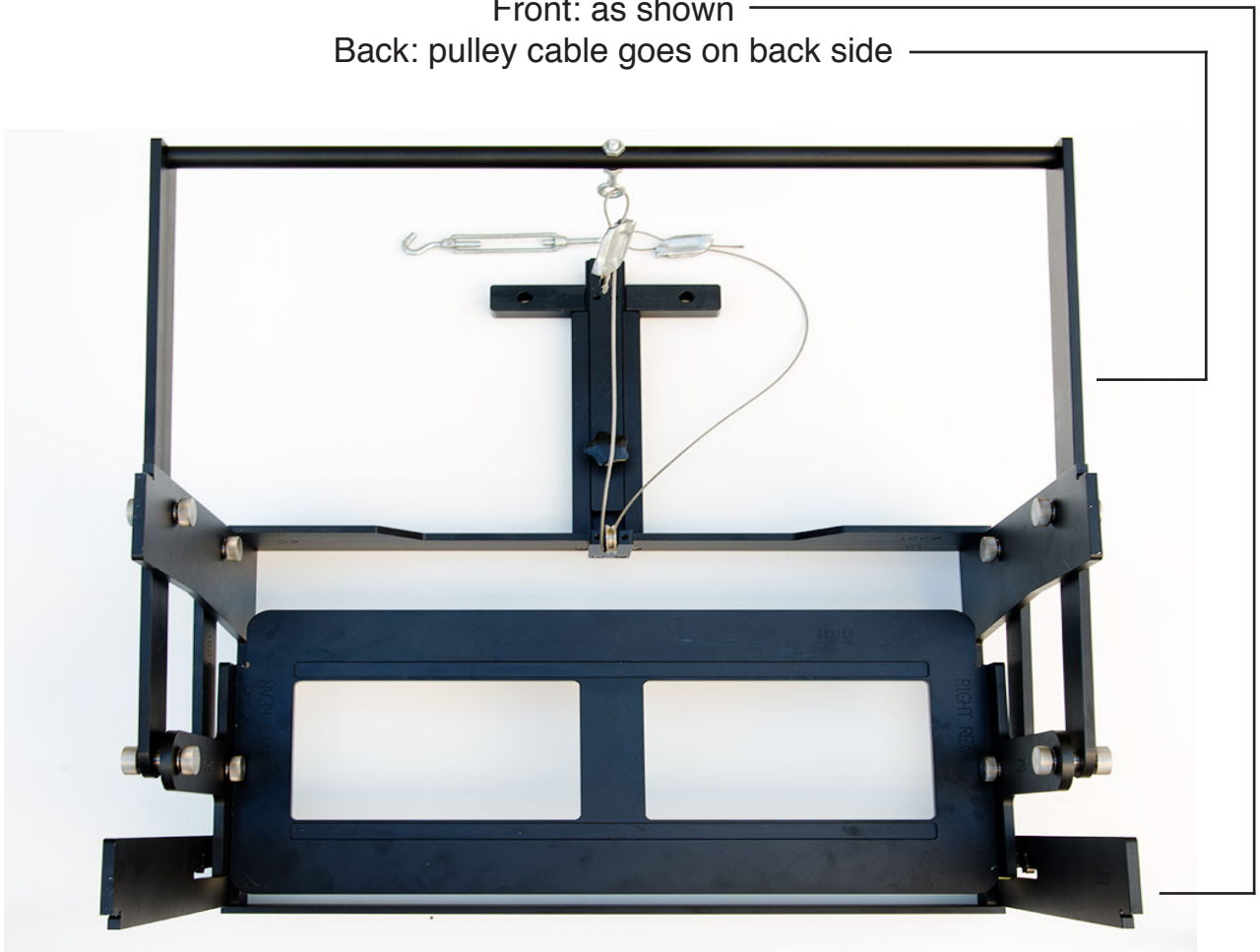


- ___ **TT Bottom frame and attached pulley cable, Quantity: 1**
(Part number 11)

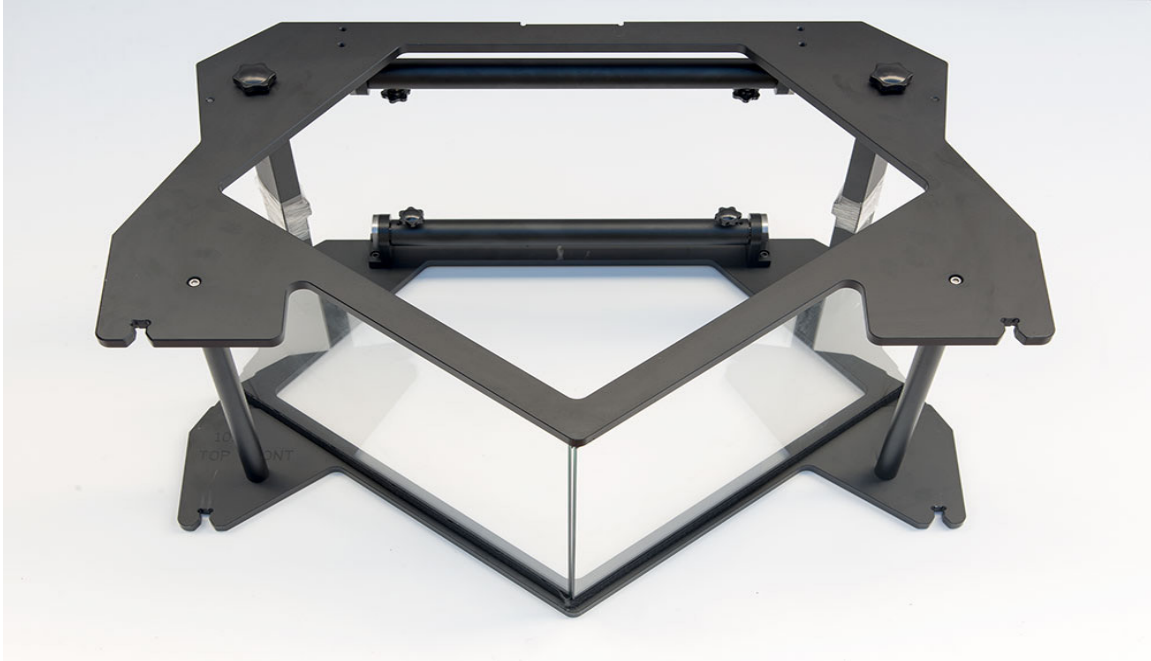
Size: appx. 25 in x 26 in x 16 in (64 cm x 66 cm x 41 cm)

Front: as shown

Back: pulley cable goes on back side



___ **TT Top frame, Quantity: 1 (Part number 12)**
Size: 26 in x 15 in x 18 in (66 cm x 38 cm x 46 cm)
Note: Glass must be assembled (instructions on page 29)
Orientation: V faces down
Font as shown



___ **TT scribe shroud, Quantity: 1 (Part number 13)**
Note: Will be folded. Do not remove or unzip cover
Length: 30 in (75 cm) unfolded
Weight: appx. 2 lbs (1 kg)



___ **Small tool kit (includes 2 wrenches), Quantity: 2**
(Part number 14)



___ **Sony A6000 cameras, Quantity: 2 (Part number 15)**
Note: Mounting block is on camera



- ____ **Sony A6000 AC adapters, Quantity: 2 (Part number 16)**
Note: 1 for each camera. Plug will vary by country.



- ____ **USB camera cables, Quantity: 2 (Part number 17)**
Length: appx. 5 ft (1.5 m)
Note: 1 cable for each camera



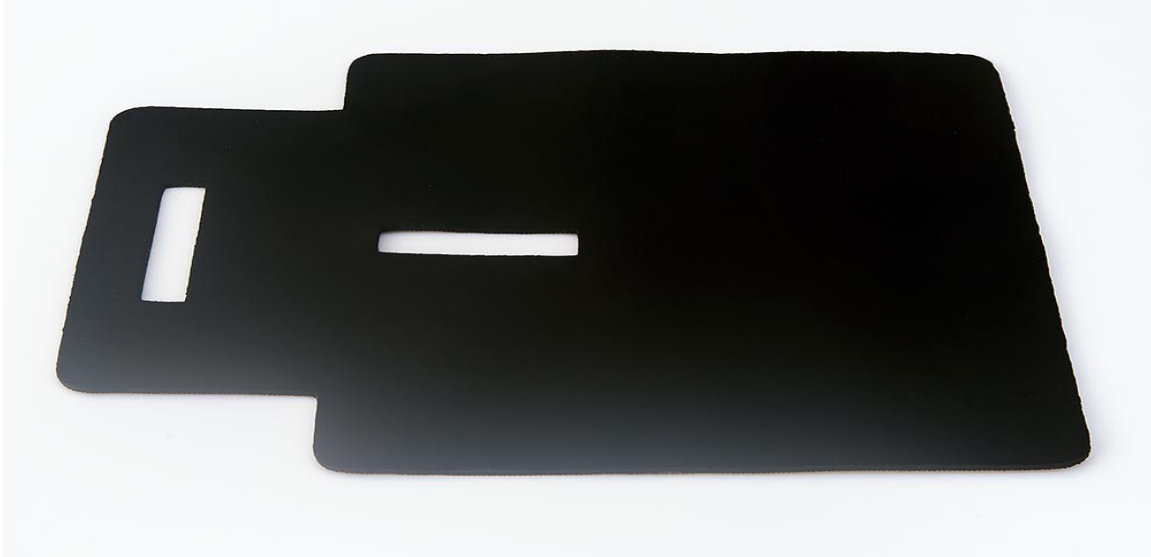
___ LED lights, Quantity: 2 (Part number 18)



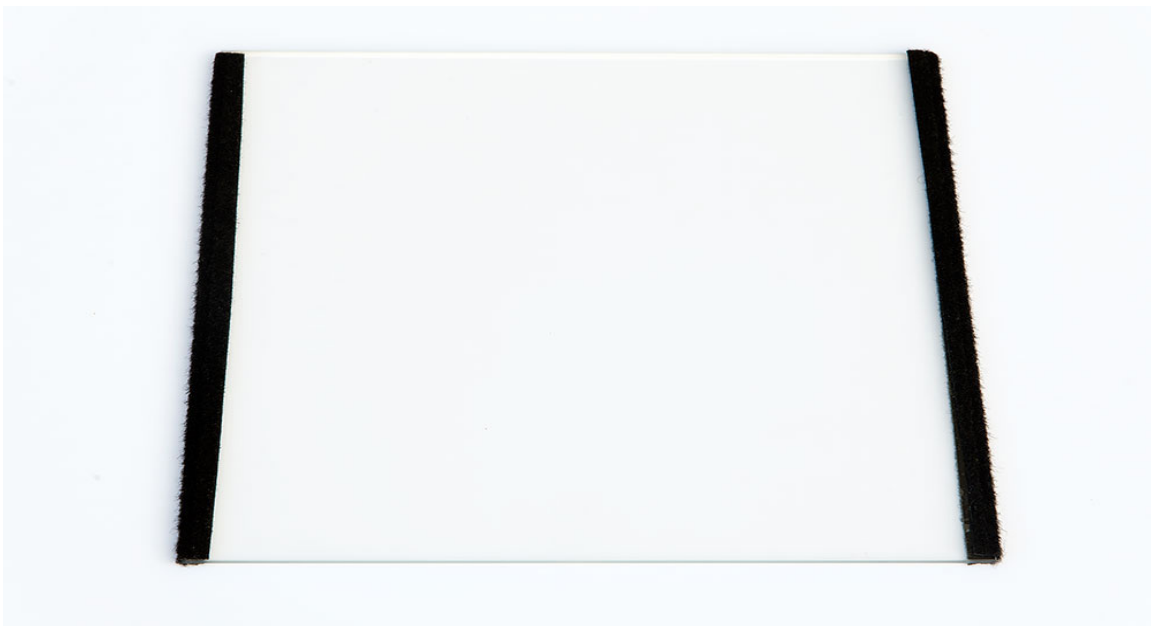
___ AC adapters for LED lights, Quantity: 1 (Part number 19)



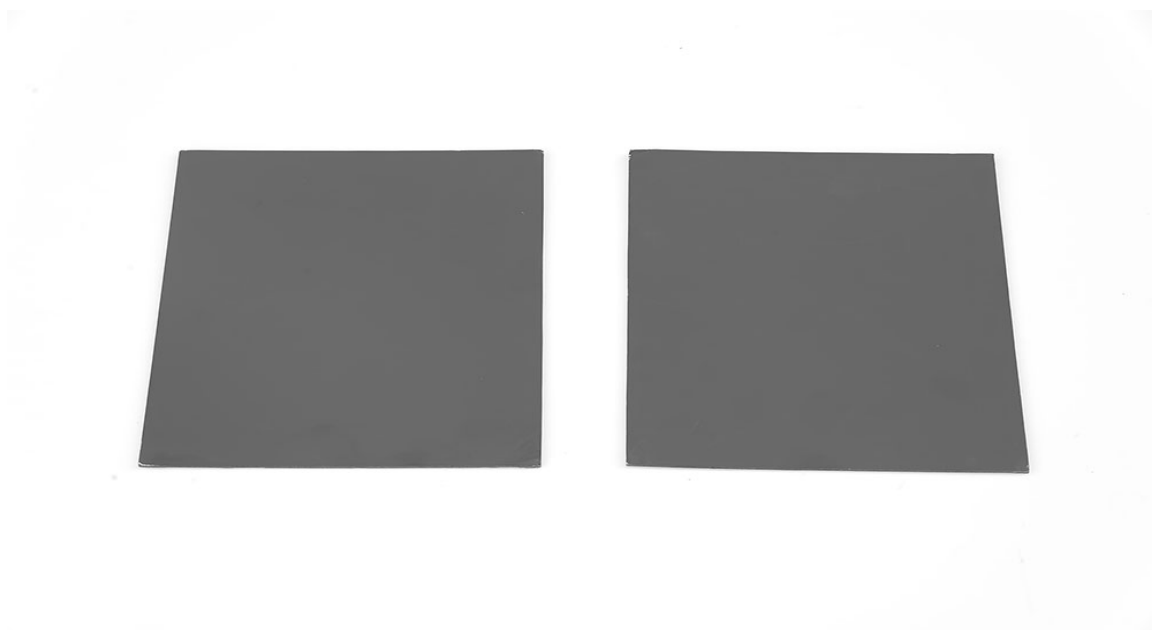
___ LED light shield Quantity: 1
(Part number 20)



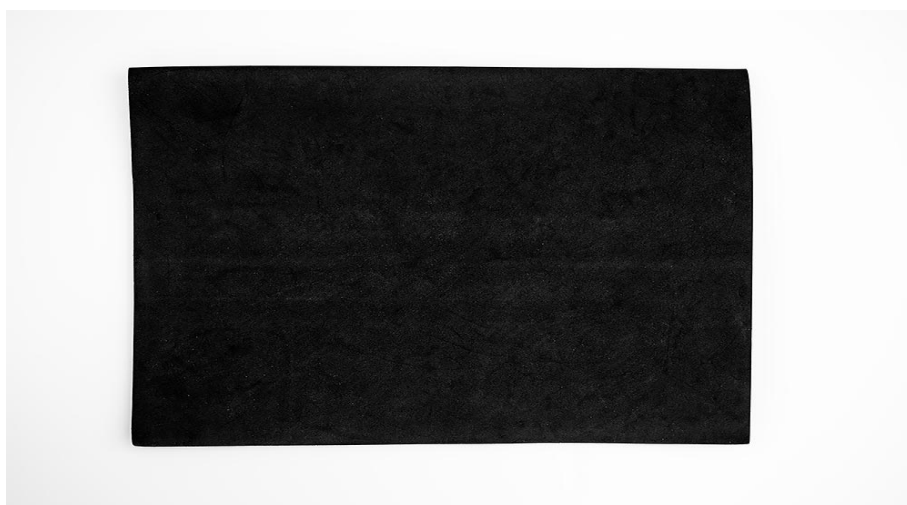
___ Glass, to be inserted into TT Top frame, Quantity: 2
(Part number 21)



___ **Grey color calibration card, Quantity: 2 (Part number 22)**



___ **Foam (Part number 23)**



- ___ **Power strip, Quantity: 2 (Part number 24)**
Note: Plug will vary by country.



- ___ **Velcro straps (wire tidiers) (Part number 25)**



- ___ **USB Stick (Part number 26)**



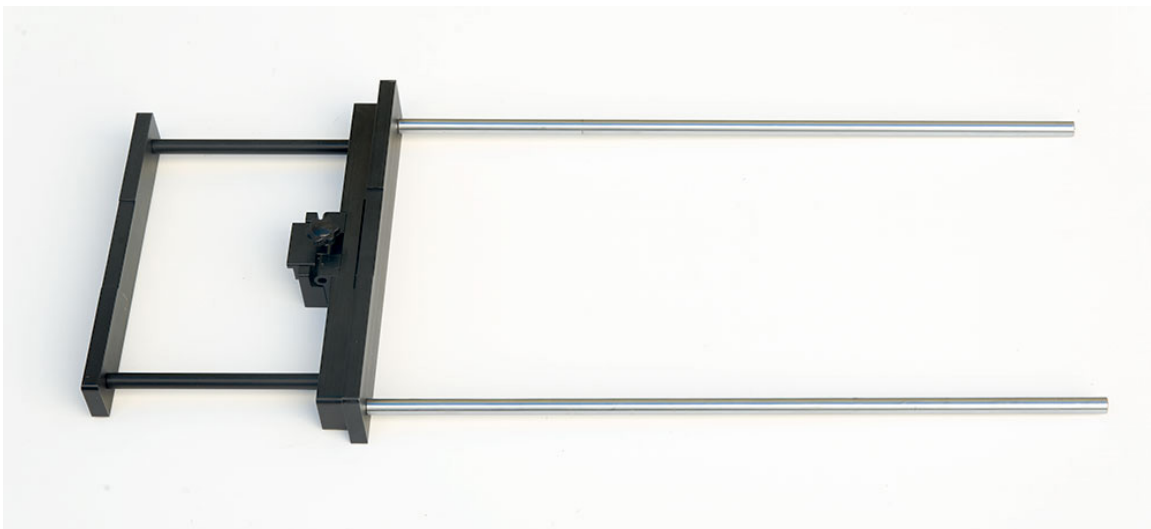
Large Image Capture Items

only included if Large Image Capture System is purchased

- ____ **Large image capture mat, Quantity: 1 (Part number 27)**
Size: appx. 28 in x 24 in (73 cm x 63 cm)



- ____ **Large image capture arm, Quantity: 1 (Part number 28)**
Length: appx. 36 in (90 cm)



___ LED Lights, Quantity: 2 (Part number 18)



___ AC adapters for LED lights, Quantity: 1 (Part number 19)



____ Sony A6000 camera, Quantity: 1 (Part number 15)



____ Sony A6000 Camera AC adapter, Quantity: 1 (Part number 16)



___ **USB camera cable, Quantity: 1 (Part number 17)**



___ **Bubble level, Quantity: 1 (Part number 29)**



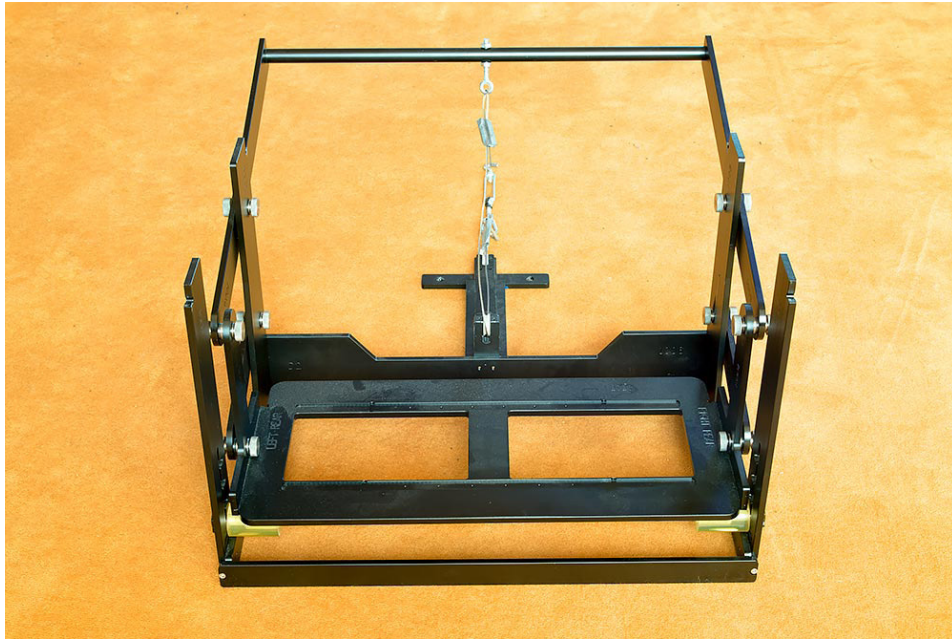
TT Scribe assembly instructions

1. Confirm all electric equipment works.

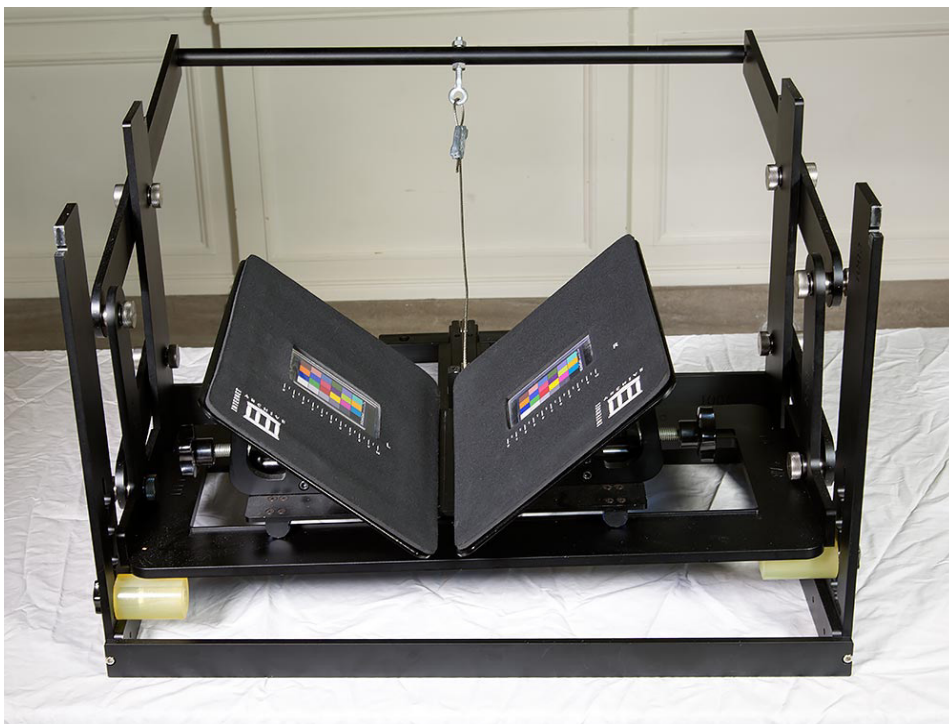
- Computer/monitor:
 - Plug computer power adapter (part 7) into the computer (part 6).
 - Connect to power source, and power on.
 - Connect monitor to base, by sitting the screen on the base and turning screw on bottom of base until fitted tightly.
 - Connect monitor power adapter (part 9) to monitor (part 8). Power on.
 - Connect HDMI monitor cable (part 10) to computer.
 - Confirm computer goes to home screen.
 - Connect keyboard to computer. Plug the mouse into the USB port on the keyboard. It is now connected to the computer through the USB port on the keyboard.
- LED Lights:
 - Connect all LED lights (part 18) to AC adapter for LED lights (part 19).
 - Connect to power source, and power on.
 - Ensure all lights turn on.
 - If lights do not turn on, please email ttsupport@archive.org.
 - Power off LED lights.

2. Assemble TT bottom frame (part 11):

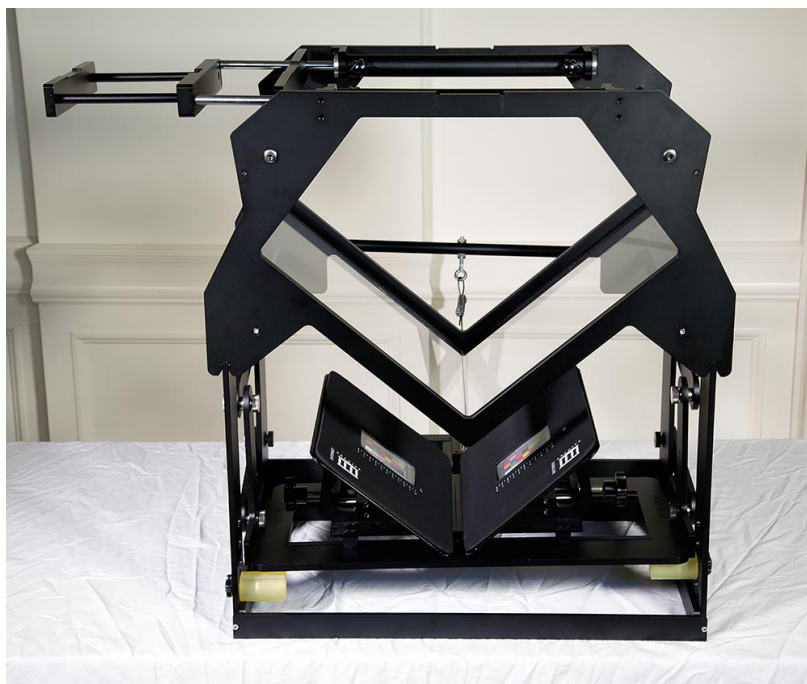
- Place TT bottom frame on table.
- Lift TT bottom frame by sides of the frame. DO NOT lift by the cradle arm.
- Confirm front of base is facing forward. Swinging cradle arm and cable with wire pulley should face rear of the table (See picture below).
- Pulley with T shaped holes should extend past the edge of the rear of the table.
- Space needed around TT Scribe:
 - If using the Large Image Capture System, allow at least 17 in (42 cm). This is for the large image capture mat.
 - On the other side, leave around 20 in (60 cm). This is for the monitor, computer, and keyboard.
 - The Large Image Capture can be placed on either side of the TT Scribe. Monitor, keyboard, and computer will go on the opposite side from the Large Image Capture arm.



3. Place V block with cradle (part 5) on top of TT bottom base.
- Cradle should roll right and left easily along tracks.
 - Confirm the front of the V block is facing forward. R denotes the right side, L denotes the left side. Logo is located on the side closest to where operator sits.



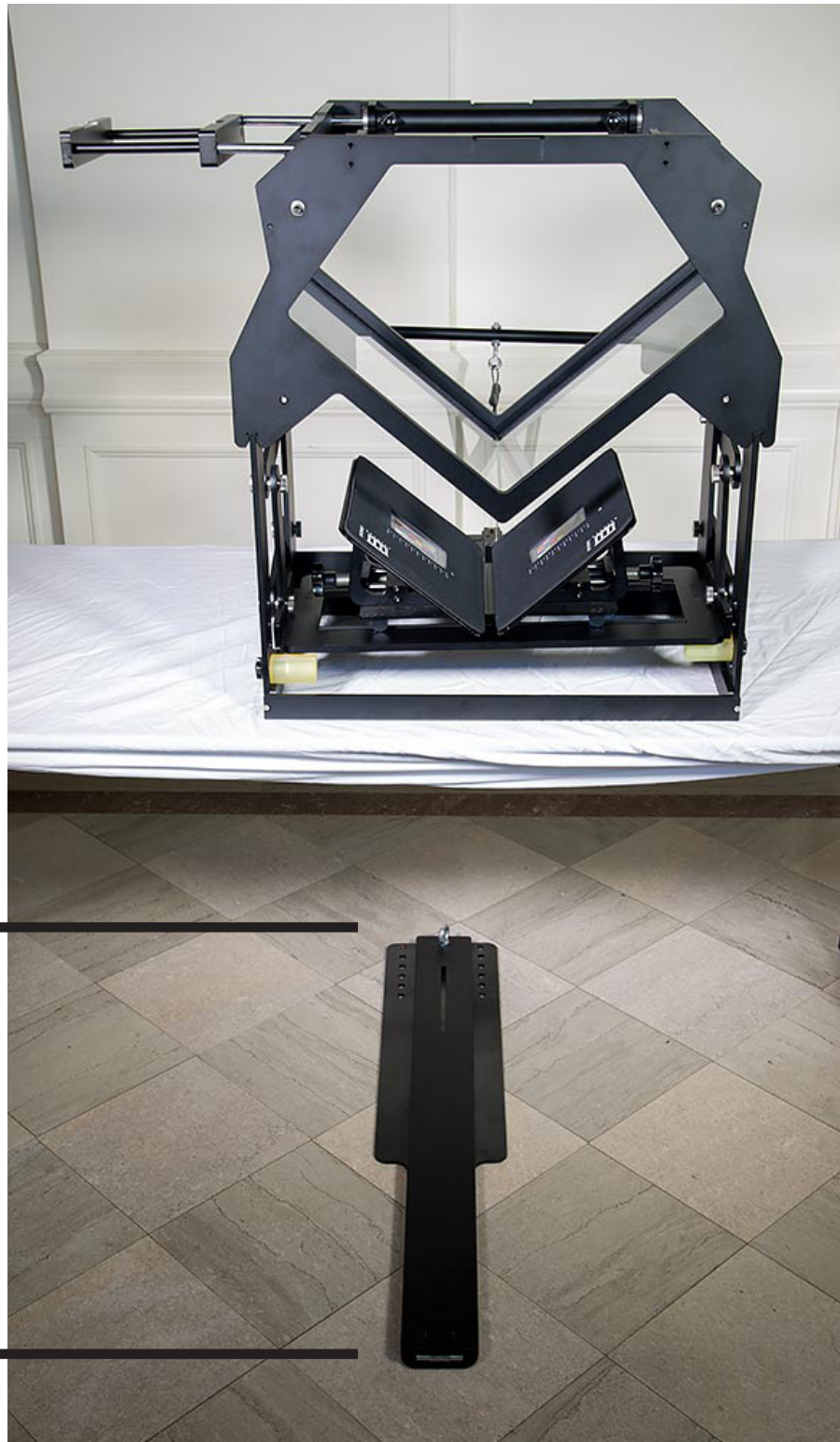
4. Set TT Top frame (part 12) without glass inserted onto bottom frame.
- BEFORE lifting, confirm front and backside of the TT top frame. The front and back of the TT top frame is labeled on the inside of the frame.
 - Confirm front of TT top frame is facing forward, and V of the TT top frame is pointing downwards.
 - The TT Top frame will slide into the 4 corner slots of the bottom base (shown below). Do NOT force.



5. Place foot pedal (part 1) beneath table.
- Wider section of pedal should point to the rear of the table.

REAR

FRONT



6. Adjust table extender arm.

- Located at rear/back of TT bottom frame.
- Pull arm out until it sits around 1-2" (2-5 cm) beyond back edge of the table.
- Locate the arm knob, which is shipped encased in the TT Scribe container foam, and will need to be retrieved from packaging. Place the knob in one of the holes in the extender arm, and turn to hand tighten the arm in place.



7. Slide round steel rods (part 3) through table arm extender holes:

- Place round rods through the two holes on the table extender arm on the bar at the rear of the TT bottom frame.
- Round bars will reach to the foot pedal.
- **Insert each rod into the holes on the foot pedal plate. Oil can be used if you are having trouble fitting the rods in the holes.**
- **If the poles are inserted into the holes at the back of the pedal plate, the pedal will be further away from the operator. If the poles are inserted toward the middle of the pedal plate, the pedal will be closer to the operator.**
- These can be adjusted later to help the operator use the foot pedal.



8. Connect cable from the TT bottom frame to the foot pedal ring bolt:
- Ensure the cable is in the middle of the white pulley and moves easily.



9. Attach the cable hook to the foot pedal ring.
- You may have to lift/raise the foot pedal to reach the cable hook.



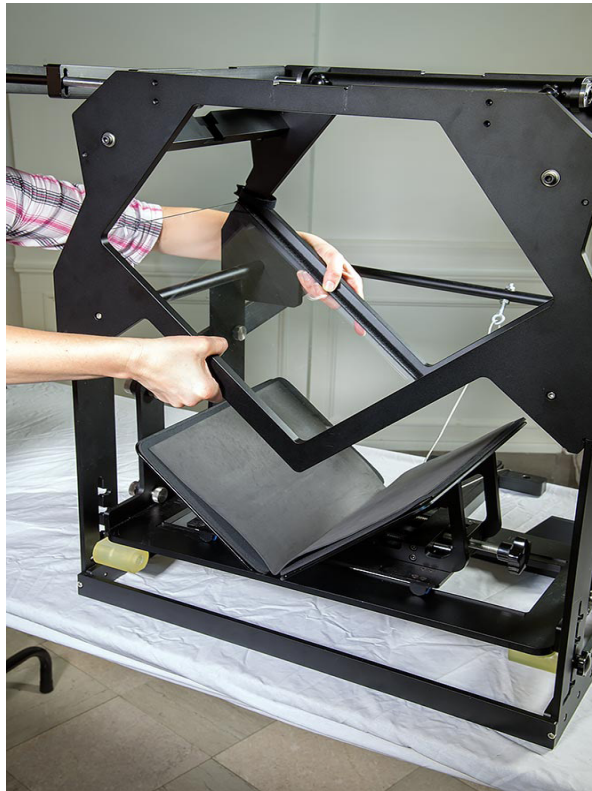
10. Attach round foot pedal weight (part 2) to foot pedal.

- Remove the bolt and wing nut from the foot pedal weight.
- Place the weight on the foot pedal, and place the bolt through the opening on the foot pedal base, underneath the pedal.
- Screw wing nut into the top of the bolt, to hold the weight in place on the foot pedal.
- The weight should be sitting at the top end of the pedal, closest to the pedal hook.
- If you are finding the TT Scribe cradle difficult to lift with the foot pedal, you may slide and refasten the weight along the foot pedal.
- You can also adjust the bearing bolts on the joints of the TT Scribe bottom frame if you are not able to lift the cradle freely.
- The foot pedal should be easy to use. Make sure the operator is sitting directly in front of the TT Scribe when operating.
- When the cradle is raised with the foot pedal, the front of the cradle should hit the front of the top frame and there should be a gap at the rear of the cradle. This is to prevent the glass hitting the cradle frame.



11. Install 2 pieces of glass (part 21) into TT top frame channels/tracks:

- Do NOT remove the black velcro on the edges of the glass.
- The edges of the glass with velcro will slide into the grooves of the TT frame.
- Carefully slide both pieces of glass into the TT top frame on either side, with the velcro sides facing to the front and back of the TT Scribe.



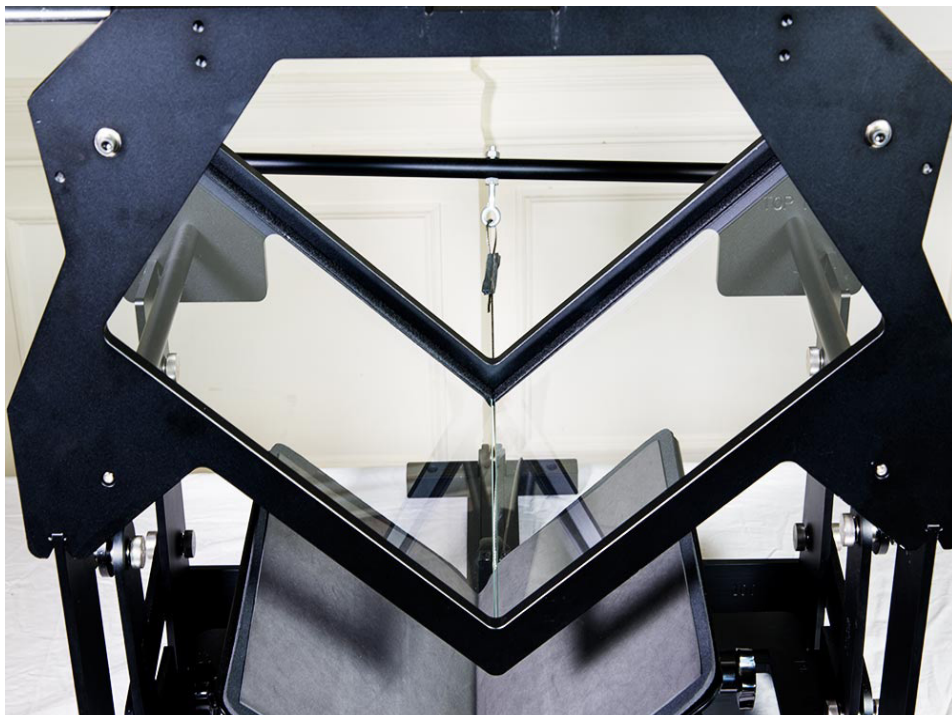
- Slowly push both glass pieces down the track until both pieces of glass meet in the middle of the cradle.



- There should be a gap of 1-2 mm between the two pieces of glass when installed. The velcro along the edge of the glass should create this gap.



- Both pieces of glass should fit snugly in the channel/track, and should not move freely.



- Clean both pieces of glass to ensure they are clear and clean. It is recommended that a mixture of 50% water and 50% ethanol alcohol is used to clean the glass.

12. Attach 2 LED lights (part 18) to the TT top frame.

- Place LED lights into the grooves at the front and rear of the TT top frame.



- The lights will be hanging away from the TT Scribe frame.
- Connect the LED power cables to the LED lights.

13. Connect both camera AC battery adapters to cameras:

- Find the camera AC battery adapters (part 16).
- Open battery door on the bottom of each camera (part 15) by gently slipping the latch.



- Orient and gently slide the battery into camera until the yellow button clicks battery in place.



- Unclip the small door to the side of the camera, where the cable will sit when the battery is installed. Pull cable to the outside of the camera (away from the base), slide it into the cable door, and gently close the battery lid. If it doesn't close easily, move the cable.

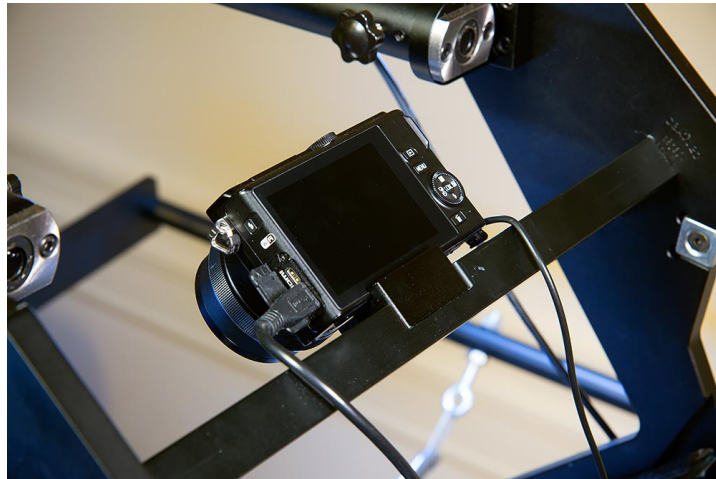


- Close the battery latch to lock the battery door in place, by moving the button to the right to lock in place.



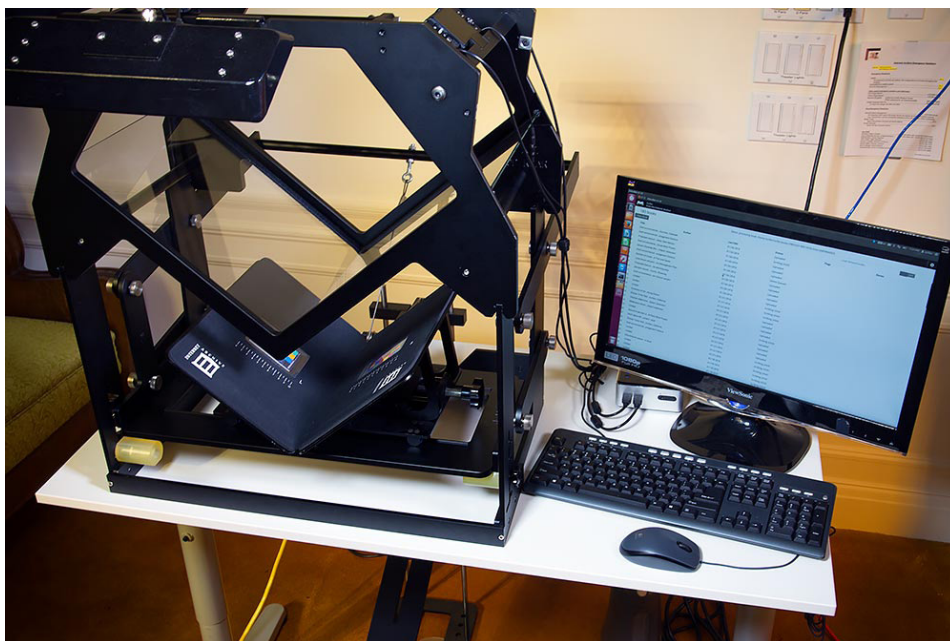
14. Install each camera (part 15) on TT top frame.

- Slide cameras into the grooves located on the left and right bars on the TT top frame.
- Cameras will now be pointing towards the glass on the cradle.
- Connect USB cables to cameras by flipping up the cover on the side of the camera to expose the USB port.
- If the Large Image Capture arm is being used, loosen the bolts and pull the arm out to make space for installing the camera on the TT Scribe frame.



15. Place monitor (part 8), computer (part 6), mouse and keyboard (part 4):

- Place computer, monitor, mouse and keyboard on the right or left side of the TT Scribe, depending on preference.

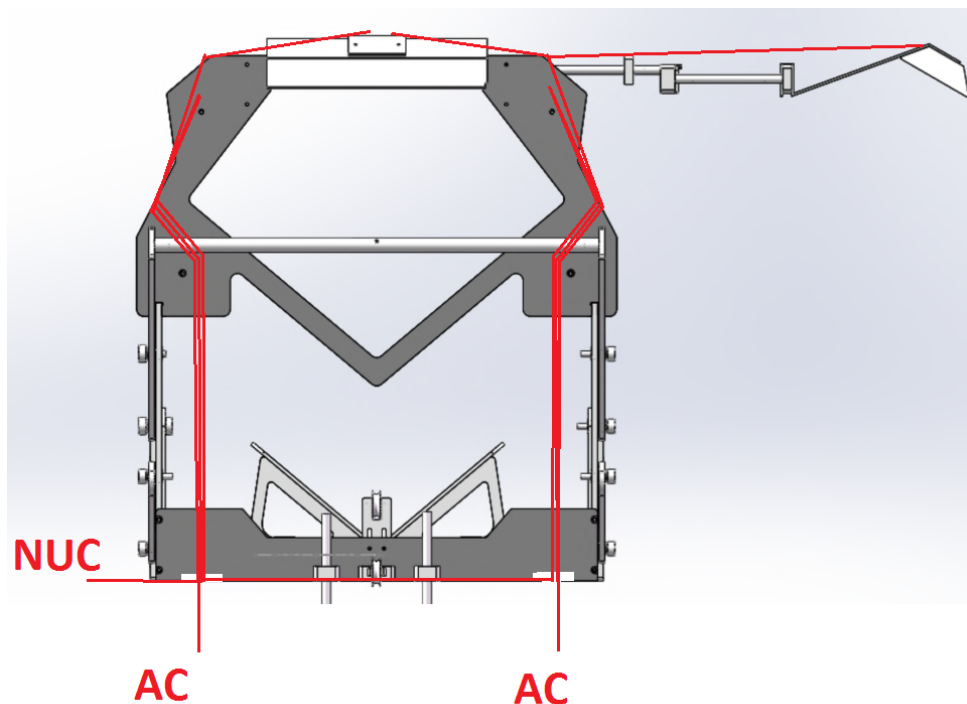


16. Attach cables to TT Scribe frame.

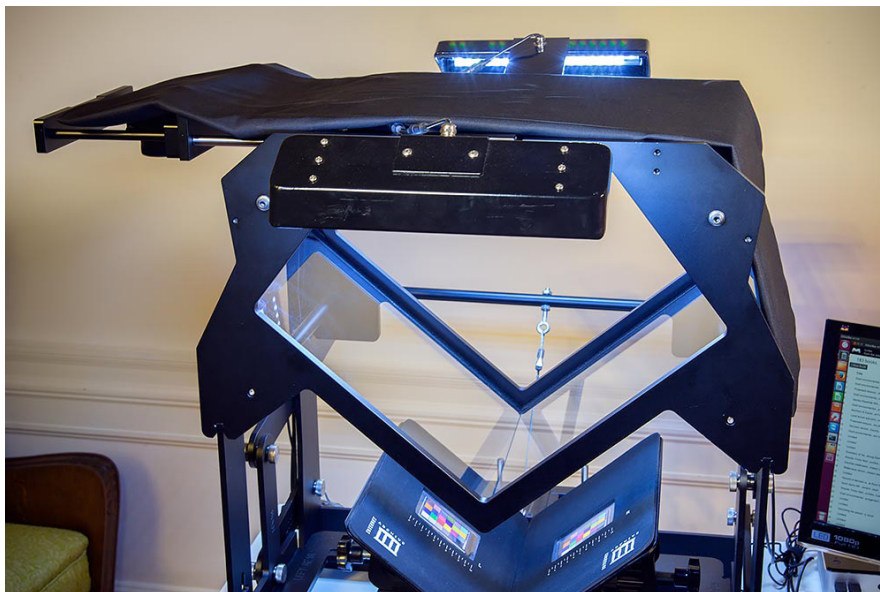
- Use velcro wire tidiers (part 25) to ensure all wires are kept away from moving parts.
- Run the cable for the front LED light along the right side of the front of the frame, and to the right rear of the frame.
- Join with the camera adapter and USB cables on the right side.
- Run the cable for the back LED light along the right side of the back of the frame to join with the front LED cable, and attach to frame as shown below.



- The USB and adapter cables from the camera on the left side will run along the left side of the frame to the left rear of the frame, and attach to the frame as shown below.



17. Plug all plugs into the power strip (part 24):
- Plug LEDs into 1 power strip, and the computer, monitor, and cameras into another. This will allow the LEDs to be unplugged while other electrical equipment remains on.
 - Plug power strip into the wall.
 - Power on.
 - Leave computer and cameras powered on at all times. LED lights can be turned off at the end of the day.
18. Install the light shield (part 20):
- The light shield can be used to protect the operator's eyes from direct exposure to the Table Top Scribe's lights while operating the Scribe.
 - The shield is installed onto the front light (the one closest to the operator).
 - To install, unplug the light from the AC adapter and remove the light from the Scribe frame.
 - Feed the light through the holes cut in the fabric. The shield should hang below the light and can be adjusted up or down to fit individual preference.
19. Place shroud (part 13) on top of the TT Top frame.
- Do not remove the zipped cover from the shroud. The metal pieces inside the cloth shroud stay inside the cloth.



If you have any issues with these steps, please contact us on ttsupport@archive.org.

How to set up your Table Top Scribe space

After you have set up your TT Scribe, you can modify your space to be more comfortable for you to use.

Here are some tips on how to arrange the TT Scribe equipment:

- It is best to keep your keyboard located at your approximate elbow level.
- Try to arrange your chair so that you are reaching below shoulder level to turn the pages of the book in the cradle. This might be achieved by using a standing stool.
- It is best to keep your chair close enough to the Table Top Scribe to avoid fully extending your elbow when reaching to turn the pages of the book in the cradle.
- It is optimal to position your monitor screen so that the top of the screen is located at approximate eye level.
- Keep the monitor screen at a comfortable, easy reading distance.
- Keep the Table Top Scribe frame as close to the edge of the desk as possible.
- While digitising, take micro-breaks approximately 20 seconds every 20 minutes. Make sure to stand and move about at least once an hour.
- Always rest your hands in a turned out position when you are not digitising. This will reduce muscle tension in the arms, neck and back.
- Consider switching task regularly to reduce repetitive motion and cumulative strain. For example, spend two hours on the Table Top Scribe, two hours on other task, etc.

Getting your cradle cameras ready

There are a few steps necessary to get your cameras ready to shoot. Follow these steps on each camera. Remember to remove lens caps before following these steps.

1. Set to Manual Exposure:

- Set Mode Dial (the main dial on the top of the camera) to 'M' for manual exposure by rotating the dial until the dot is aligned with "M."



2. Set F-Stop to 7.1:

- Turn the Control Dial (located to the right of the Mode Dial) to change the F-stop to 7.1.
- The selected F-stop setting will turn red at the bottom of the camera screen for a few moments.



3. Set ISO to 500:

- Press right on the Control Wheel (the large wheel on the back of the camera) towards “ISO” to enter the ISO screen.
- On the ISO screen, use the Control Wheel to scroll up or down to 500.
- Press the center of the Control Wheel to select.



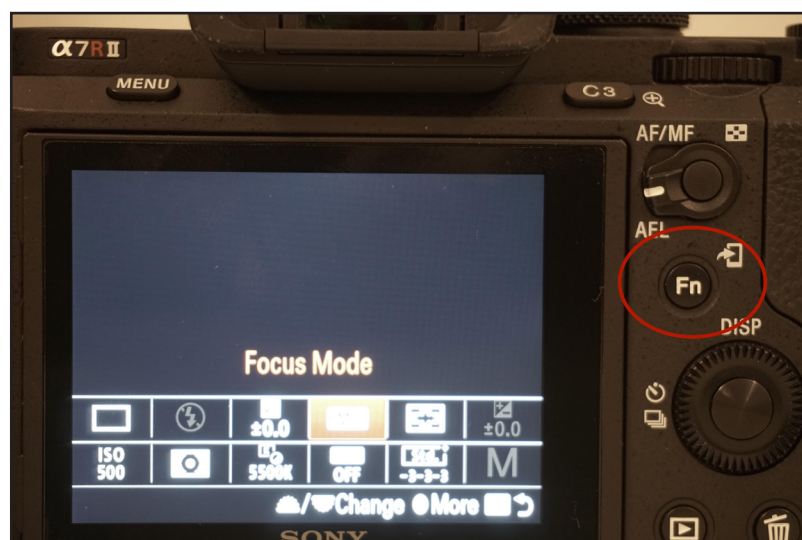
4. Set Shutter Speed to 60:

- Turn Control Wheel (the large wheel on the back of the camera) clockwise or counter-clockwise to set Shutter Speed to 60 (1/60th second).
- Once you begin shooting a book, if the image is too dark, the shutter speed can be re-adjusted to anything between 1/60th and 1/20th of a second.



5. Set Focus Mode to Manual Focus:

- Press the Fn (Function) button to enter the Function screen.



- Press the Control Wheel (large wheel on the back of the camera) to move left or right to move to the Focus Mode option.
- Press center of Control Wheel to select.
- Use the Control Wheel to scroll up or down to Manual Focus. Press center of Control Wheel to save setting.



6. Set Zoom Level within the range 30-47mm.

- Set the Zoom Level by using the “power zoom” slider on the left side of the lens.
- The numerical Zoom Level will appear with a graphical slider on the camera screen, and can be set anywhere between 30-47 mm.
- Note that the Zoom Level should be approximately the same on both cameras.



7. Set “Camera” tab settings:

- Press the “Menu” button on the back of the camera to enter the onscreen menus.
 - The first tab on the left is the “Camera” tab (indicated by a camera icon), and there are 7 numerical menus in that tab.
 - The back wheel must be pressed left or right to change numerical menu/page.
-
- In Camera menu 1, set Image Size to L:24 M:
 - Use the main dial on the back of the camera to move up or down in the menu list and choose “Image Size” by pressing the center of the Control Wheel.
 - In the Image Size menu, scroll to “L:24M” and press the center of the Control Wheel to select.
-
- In Camera menu 1, set Quality to Standard:
 - Scroll down to Quality and press the center of the Control Wheel.
 - In the Quality menu, scroll down to “Standard” and select by pressing the center of the Control Wheel.
-
- In camera menu 4, set White Balance to “Custom Temp/Filter” and 5700 K.
 - Press the “Menu” button on the back of the camera to return to the on-screen menus.
 - Move to menu 4, then scroll down to “White Balance” and press the center of the Control Wheel.
 - On the “White Balance” screen, press the bottom of the Control Wheel to scroll down to “C. Temp/Filter.”
 - Press the right side of the Control Wheel to enter the “Custom Color Temp” screen.
 - Press the top of the Control Wheel to change the setting to 5700K. Then press the center of the Control Wheel to save setting.

- In Camera menu 4, set DRO/Auto HDR to “Off.”
 - Press menu button to re-enter the menus.
 - In Camera menu 4, scroll down to “DRO/Auto HDR” and press the center of the Control Wheel.
 - On the “DRO/Auto HDR” screen, press the bottom of the Control Wheel to scroll down the options until “Off” is displayed.
 - Press the center of the Control Wheel to save setting.
- In Camera menu 4, set Creative Style to “Standard” and Contrast/Saturation/Sharpness to “-3, -3, -3.”
 - Press menu to re-enter camera menu 4.
 - Scroll down to “Creative Style” and press center of the Control Wheel.
 - Scroll to “Standard” and press right side of dial to enter Contrast/Saturation/Sharpness” settings.
 - Set Contrast/Saturation/Sharpness to “-3 -3 -3” respectively by scrolling up or down with the dial. Press center to save settings.

8. Set “Gear” tab settings.

- Press menu to re-enter menus and scroll across to the “Gear” tab (indicated by the gear icon).
- In Gear menu 1, set Auto Review to “Off.”
- In Gear menu 3, set Finder/Monitor to “Monitor (Manual).”

9. Set “Briefcase” tab settings.

- Press menu to re-enter menus and scroll across to the “Briefcase” tab (indicated by the briefcase icon).
- In Briefcase menu 2, set Power Save Start Time to “30 min.”
- In Briefcase menu 4, set USB Connection to “PC Remote.”

10. Set focus:

- Adjust focus using the focus adjustment on the lens until the image appears correctly focused.
- The focus setting is displayed with a graphical slider on the camera screen.
- It is important to set the focus as equally as possible on both cameras.

11. Set camera angle:

- Make sure the camera is angled correctly by adjusting the Table Top Scribe's camera bar to display the target page plus the gutter and a small percentage (3-5%) of the opposing page.
- If the camera bar is too tight to angle, loosen the bolts on either side so that the bar is able to move slightly.
- The bolts can be tightened into place if needed.

**If you have any issues with these steps, please contact us on
ttsupport@archive.org.**

Setting up the Large Image Capture system

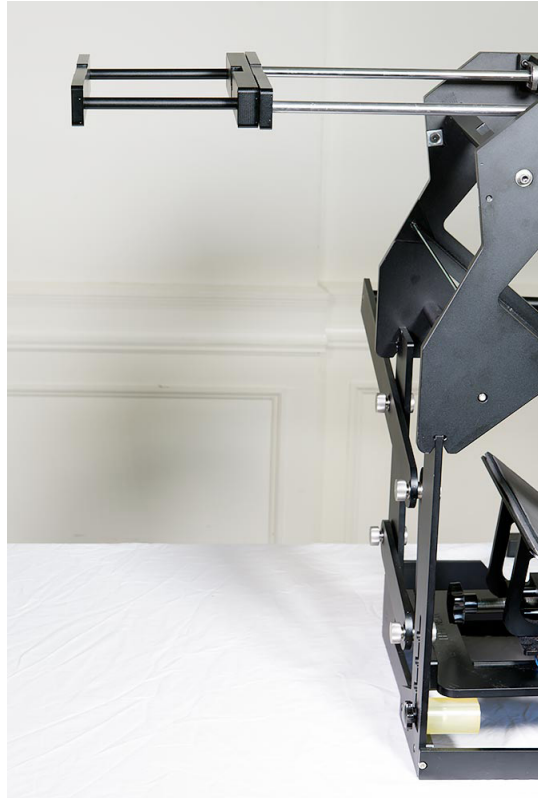
1. Install AC adapter (part 16) into Large Image Capture camera (part 15).



2. Remove the shroud (part 13), if it is on your Table Top Scribe.
3. Slide the Large Image Capture arm (part 28) into the slots on the TT top frame. The knobs on the top can be used to tighten the arm and keep it in place.



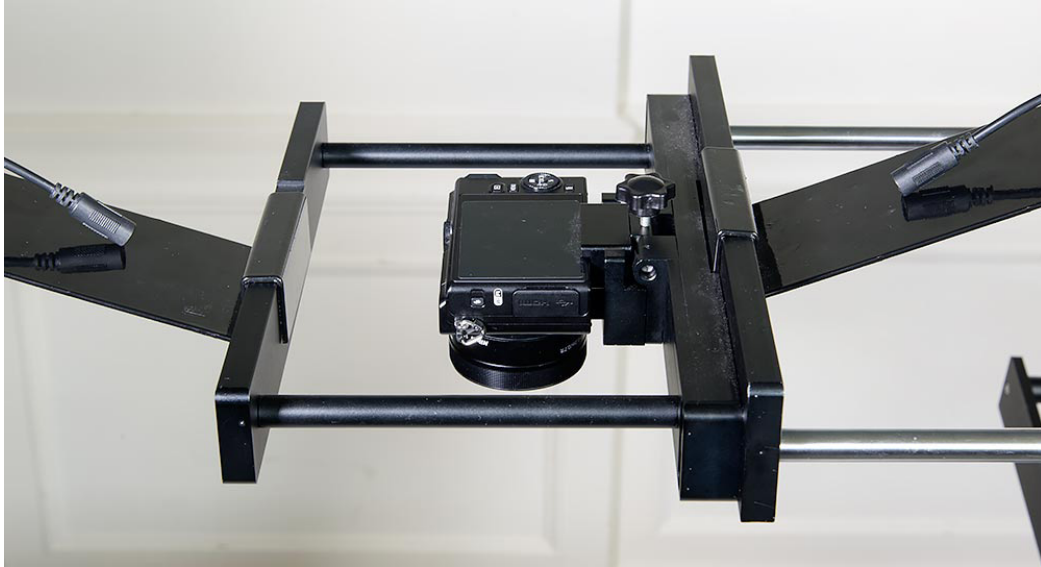
4. Adjust the length of the Large Image Capture arm, until it is placed directly over the area of the table where you will be shooting. This can go on either the right or left side.



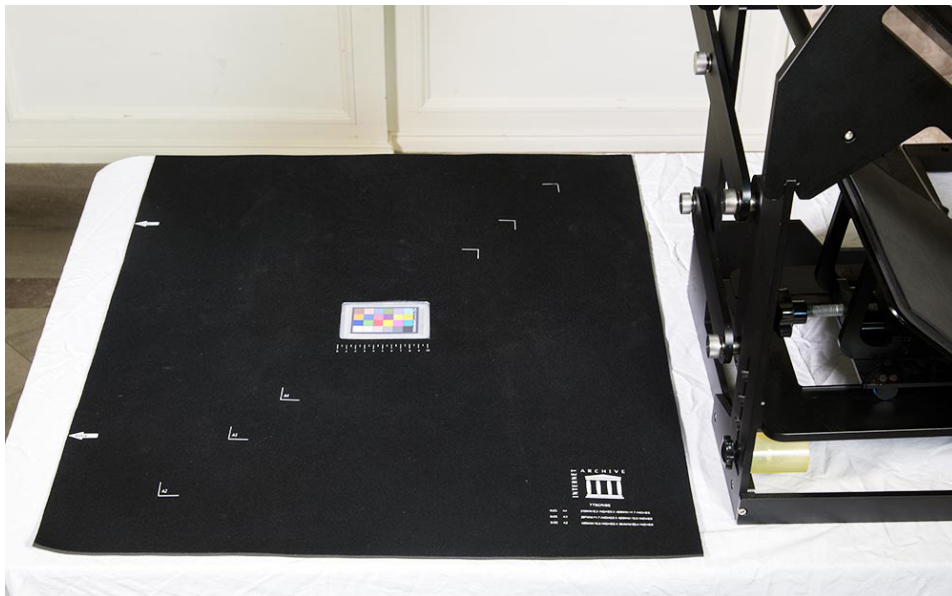
5. Slide the camera on to the Large Image Capture arm.



6. Attach LED lights (part 18) to the Large Image Capture arm by slipping them in the slots, as shown in the picture below. The inner LED light will rest on the Large Image Capture arm.



7. Orient the Large Image Capture mat (part 27) below the camera.



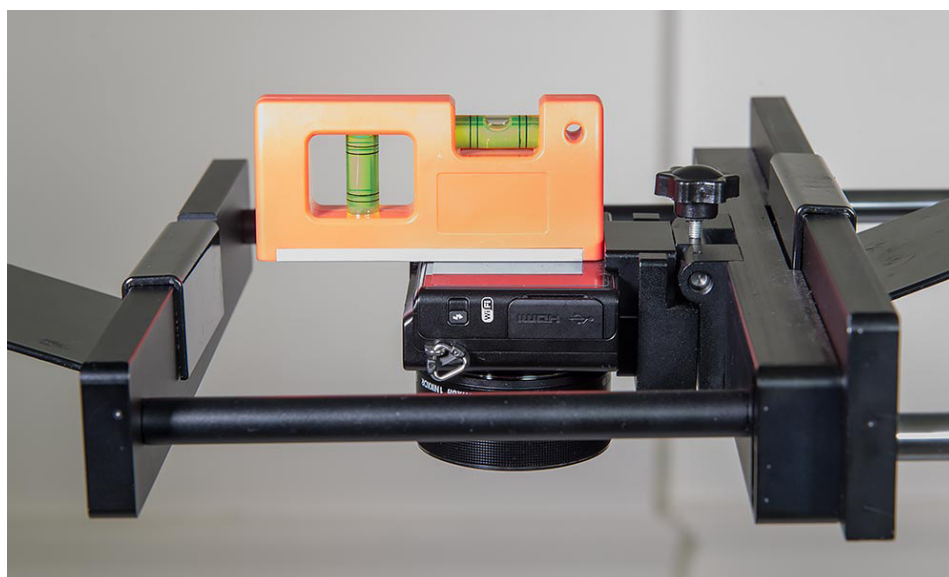
8. Please follow all steps from “Getting your cameras ready” to calibrate the Large Image Capture camera.

9. Connect the USB cable to camera by flipping up the cover on the side of the camera to expose the USB port. Do not yet plug the USB cable into the computer.

10. Run the cables along the camera arm to join with the cables on the side of the frame, and attach the cables to the frame with velcro ties. Plug the power adapter into power outlet and plug USB cable into camera.

11. When zooming the camera (step 3 in “Getting your cameras ready”), turn the lens to zoom the camera until all of the Large Image you are wanting to capture is included.

12. Use the bubble level to ensure the camera is perpendicular on both x, y and z axes. Place the bubble level on top of the camera, and check that the bubble is centered in all directions. If the camera is not level, adjust the angle of the camera by loosening the knob on the mount, moving the camera until level, then tightening the knob on the mount.



14. The shroud should be placed on top of the TT Scribe and Large Image Capture arm during digitization.

If you have any issues with any of these steps, please contact us at ttsupport@archive.org.

Shoot a book

You are now ready to shoot a book: let's get started! You should shoot a test book first, to ensure that your cameras are calibrated properly, and everything is working as it should be. It is recommended to shoot about 20 pages of a test book, and upload this item. If everything looks as you expect, you can begin digitizing your collection! If you have any problems at all, please send us an email at ttsupport@archive.org.

Your TT Scribe computer runs on a Unix operating system, and uses an Ubuntu interface. The Teamviewer application may be used by us to access your machine when troubleshooting images.

Before Shooting a book

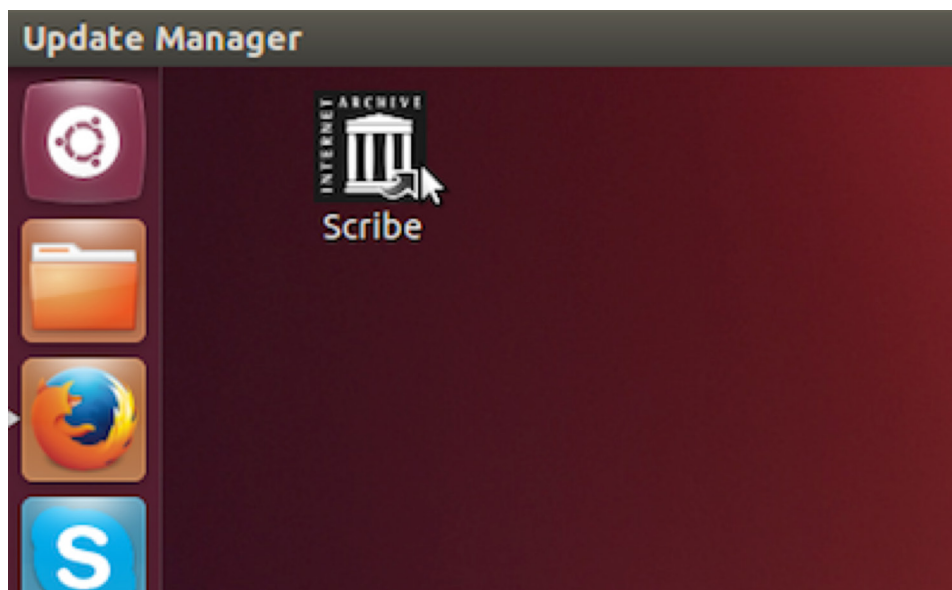
1. Confirm wifi or internet LAN connection (recommended) is working. Open browser and attempt to reach archive.org to check your connection is working.
2. Setting up the book:
 - Check the width of the spine of the book being digitized. Use the twist knobs to slowly separate the two cradle plates to accommodate the width of the book. Turn the knob to the right to move the plates closer together (for smaller books), and to the left to move the plates a part (for larger books). Arrange any foam supports to support the book in the cradle.



3. Using the foot pedal, raise the book all the way up to the glass and check it is centered.



4. Open the Scribe software by double clicking on the icon located on the desktop.



5. If manually entering metadata, continue to step 7.

6. If the books is being shot to a pre-existing identifier, containing metadata (or a MARC record):

- Click the cog icon located at the top right of the Scribe software window.

Scribe from the Internet Archive			⚙
Status: Waiting			
Status	Flags	Notes	
Scribing (click)			
Error (click)			
Scribing (click)			
Error (click)			
Error (click)			
Error (click)			
Error (click)			
Error (click)			
Error (click)			
Error (click)			
Error (click)			
Error (click)			
Error (click)			

- Click on the Settings tab.



- Change 'Enable preloaded meta' from 'off' to 'on', click save.

Scribe from the Internet Archive

Scribe Settings

S3 Access Key: Q8pmURU04VqDyzKM

S3 Secret Key: 5XDQ035X6zhUXSVm

Enable Preloaded Meta (Barcode Scanning): ☒

Save Config Settings

Note: Changing settings requires app restart

- Close Scribe Software, and reopen.

7. With the Scribe Software open, click New Book to start scanning.

Scribe from the Internet Archive

1067 books

Status: processing book /home/scri

+ New Book

	Title	Author	Last Edit
1	A manual of hygie...udents and nurses		03/18/2015
2	Fevers and infecti...actical management		03/18/2015
3	rosamund's fix images	rosamund	03/18/2015
4	Euthanasia, or, M...of an easy death		03/18/2015
5	Food in health and disease		03/18/2015
6	Food and feeding		03/18/2015
7	Handbook for th...s on the insane		03/18/2015
8	Notes on nursing in eye diseases		03/18/2015
9	The matron's cours...nd private nursing		03/18/2015
10	Diseases and the...London Hospital		03/18/2015

8. The Scribe Software will lead you through calibration of your scribe.

Calibrate Your Scribe

1. Open your book to the middle, and place it in the cradle.
2. Press the foot pedal to raise the book up to the platens.
3. Press the shutter button on each of the cameras halfway to focus the cameras.
4. After you have focused the cameras, press the button below to capture calibration images.

Capture Calibration Images

- Ensure there is something located in the cradle, as you will be labeling the left and right cameras.
- Lift the cradle to the glass using the foot pedal.
- Depress the shutter button on your camera to focus the cameras.
- Click 'Capture Calibration Images' and an image will be taken by each camera.
- Using the images displayed on the screen, determine if the images are labeled correctly. If the images are upside down click 'swap', the cameras will fire again, and a new image will be taken.



- Use the mouse to click and drag the magnified square boxes in the upper and right corners to examine the pages captured. Check to make sure the image is focused. If not, recalibrate the cameras by disconnecting their USB cables from the computer, and return to step 8 in “Getting your cameras ready”
- Continue the process above until cameras are correctly focused and named, and then click ‘done’ to proceed to the metadata screen.

9. The cover of the book will now be captured. Place the closed book on the right side of the cradle, and the color card will be shown on left side of the cradle.

10. Raise the book up to the glass using the foot pedal. Click ‘shoot cover’ and the cameras will capture the cover and the color card.

11. Check the image to ensure all of the cover is included in the shot.

12. The metadata for the item will now be captured:

- If the book has preexisting metadata (a MARC record), use the topmost text box (labeled “barcode”) to enter the identifier. Use the keyboard or a barcode scanner, and click ‘load’.

Scribe from the Internet Archive

Book

identifier123 Load ID

Title: TITLE

Author: AUTHOR

Date: DATE

ISBN: ISBN

ISSN: ISSN

Language: LANGUAGE

Publisher: PUBLISHER

Volume: VOLUME

Add Metadata

BACK TO LIBRARY

SCAN

- If metadata is being manually added, the fields on the left can be used to do so. Do not complete the 'barcode' field if you are manually entering metadata.

Scribe from the Internet Archive

Book

BARCODE Load ID

Title: The Progress of Medical Chemistry

Author: Thudichum

Date: DATE

ISBN: ISBN

ISSN: ISSN

Language: LANGUAGE

Publisher: PUBLISHER

Volume: VOLUME

Add Metadata

BACK TO LIBRARY

SCAN

- Author and title are required fields, and any additional metadata can added by scrolling (best achieved by clicking and dragging the mouse) down the list below and clicking 'add metadata'.

13. After inputting metadata, the book is ready to be digitized. Open the cover, so the inside cover and first page are under the cradle. Ensure there is foam support on the left to hold the inside cover and flyleaf as tightly against the glass as possible.

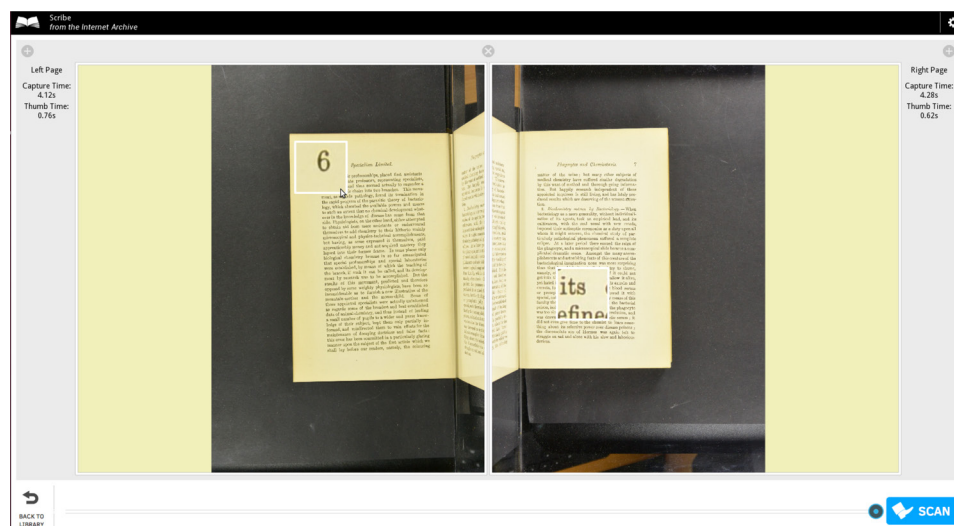
14. Raise the book to the glass and click 'scan' or press the Enter key on the keyboard to capture the inside cover and flyleaf.



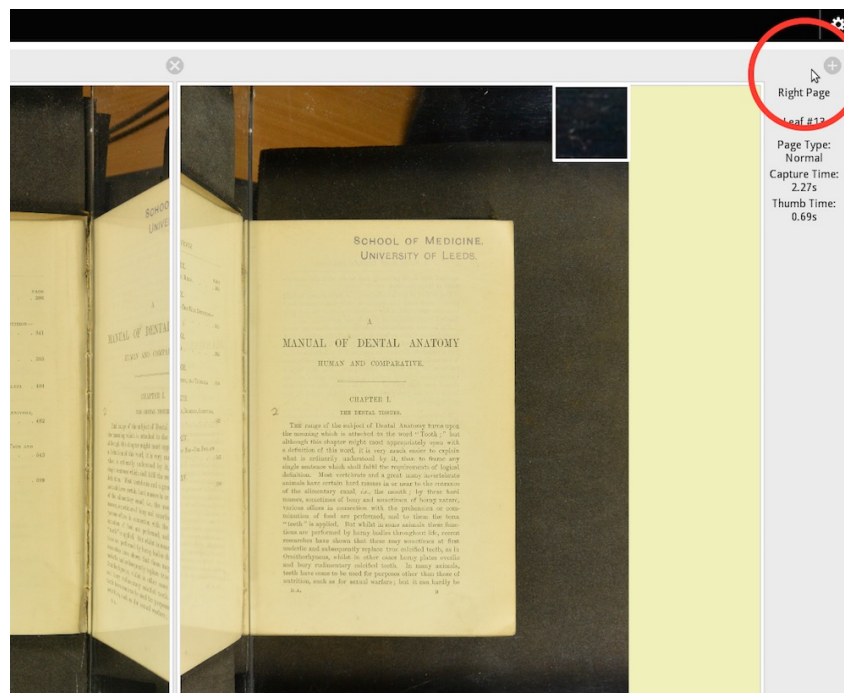
15. When shooting a spread, previews of the images will display in the Scribe Software.

16. Move through the book capturing each spread.

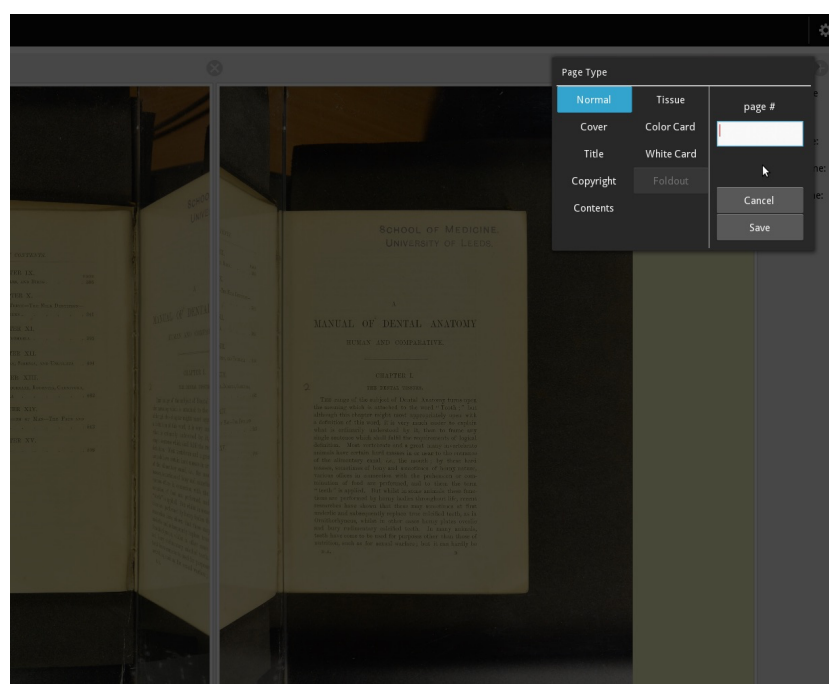
17. In the image preview, the mouse can be used to click and drag the magnified square boxes. This can be used to increase the visibility of page numbers and focus.



18. To assert a page type (title page, table of contents, index, for example):
- Click the page assertion button (+) in the outer top corner of the page you want to assert.

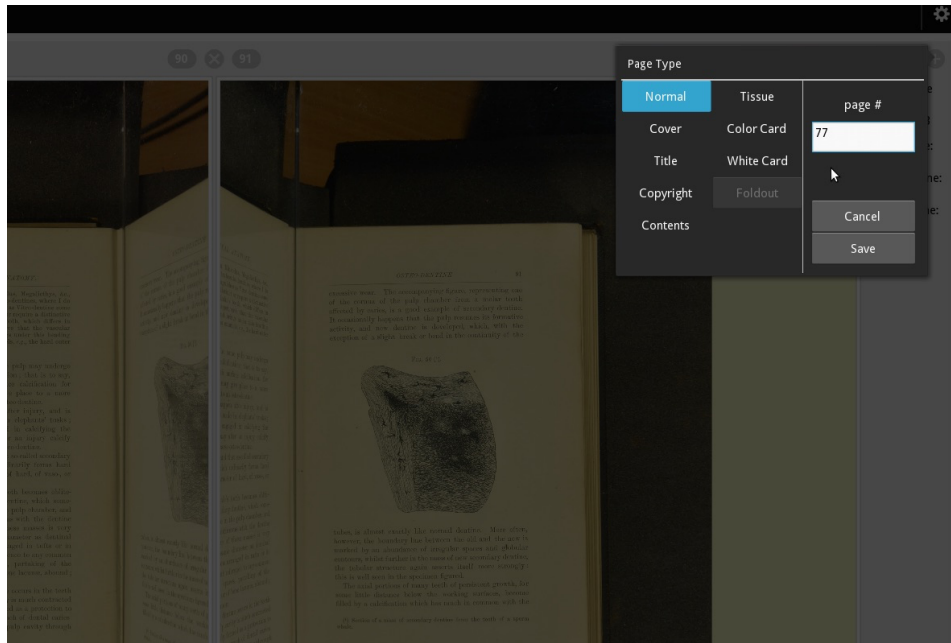


- Select the page type that best describes the page and press the SAVE button. All pages are asserted as NORMAL by default and do not need to be asserted.
- It is recommended that title and contents are asserted. This will help readers search within your items.

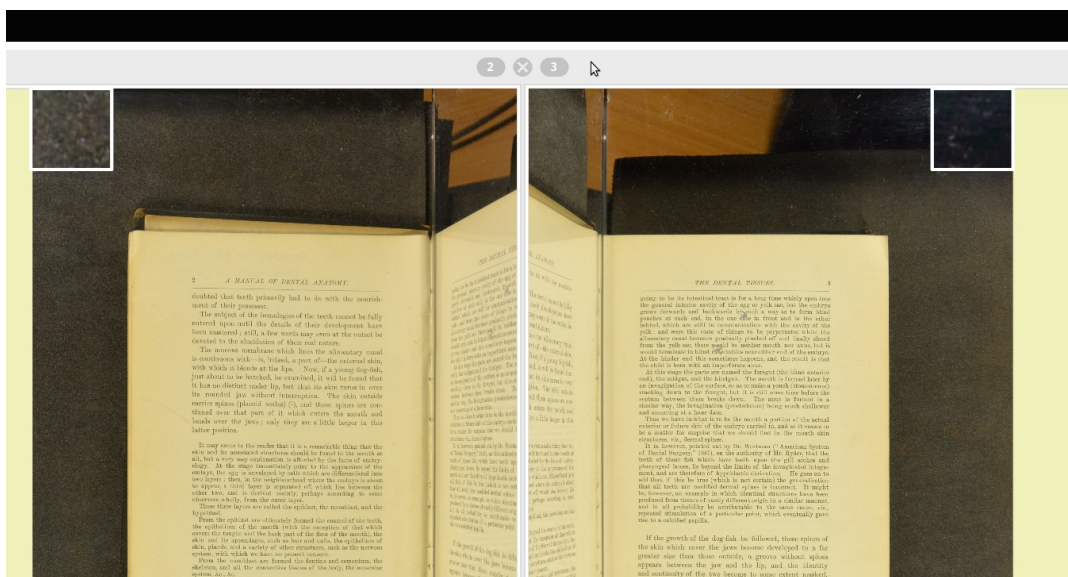


19. To assert a page number:

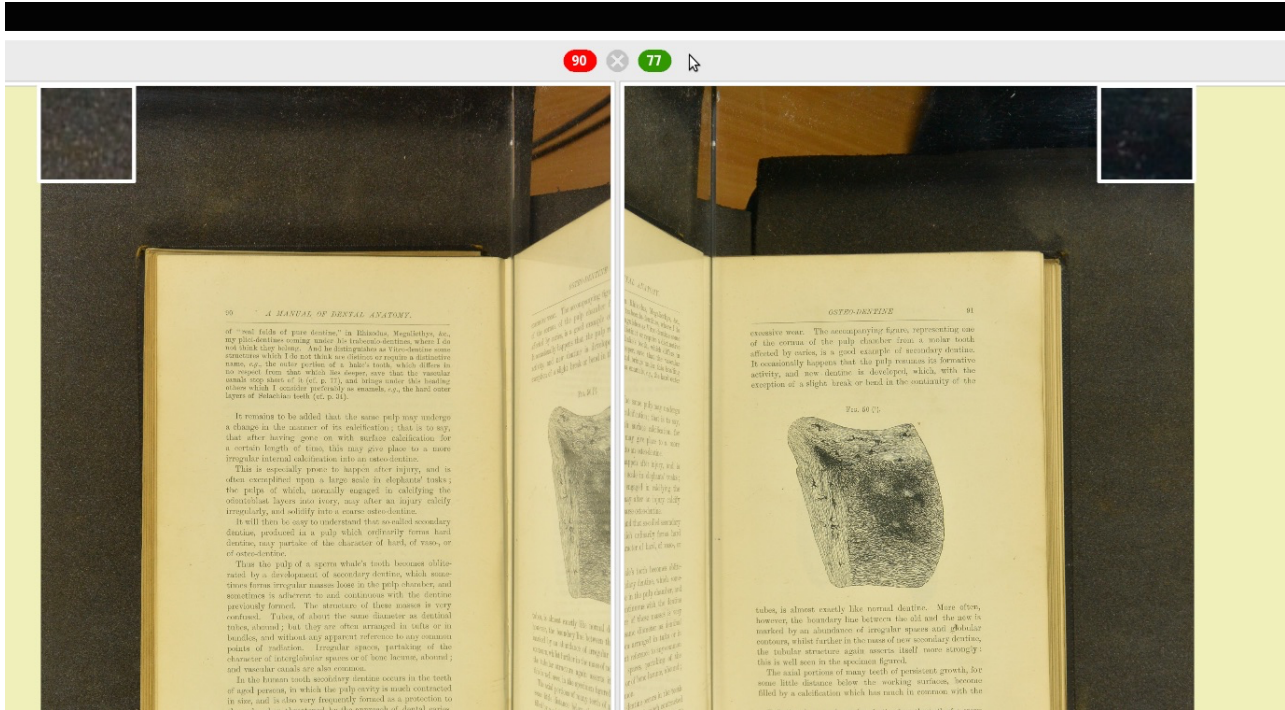
- Press the page assertion button (+) in the outer top corner of the page you want to assert. Enter a page number in the box and press the SAVE button.



- You do not need to assert every page number. After asserting the first and last pages in a sequentially numbered group of pages, the pages in between will be automatically generated.



- Red page numbers indicate that the number of pages in between two manually asserted pages are not sequential. This could be an indication that a page has been missed or duplicated while digitizing.



- Click on a green page number to unassert the page.

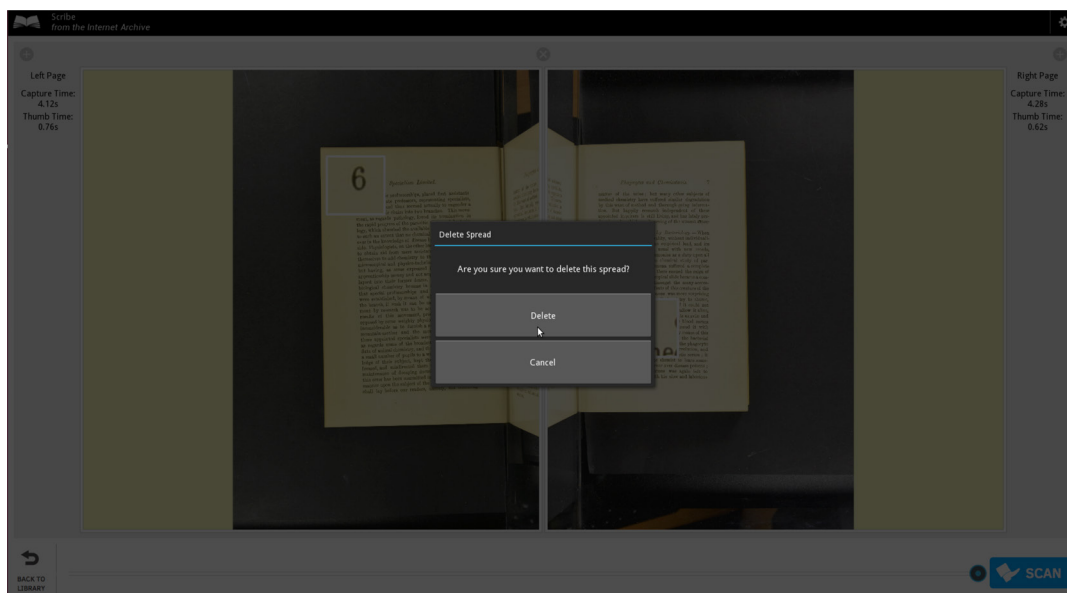
20. Check to ensure each page is fully captured in the digitized image. The book may need to be moved within the cradle to be fully captured.

21. Check to ensure each page is properly focused. If not, adjust the camera focus accordingly. Note that the two cameras should be focused as equally as possible. It is recommended to check your focus periodically throughout your book, to make sure focus is not lost.

22. If a mistake is made, click the X at the top of the spread to delete the previewed images.



23. Click 'Delete' to delete the spread.



24. Clicking 'scan' again will replace these images.

25. If a mistake is discovered further back in the book:

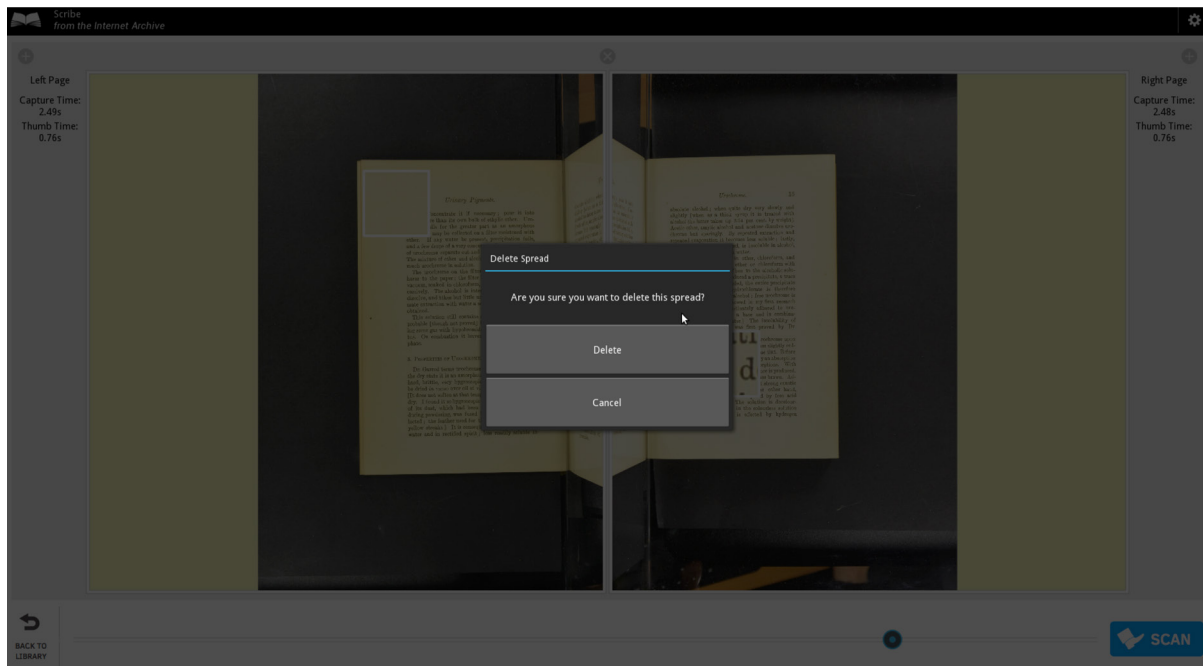
- Use the scroll bar at the bottom of the screen to navigate back through the book and locate the incorrect images.



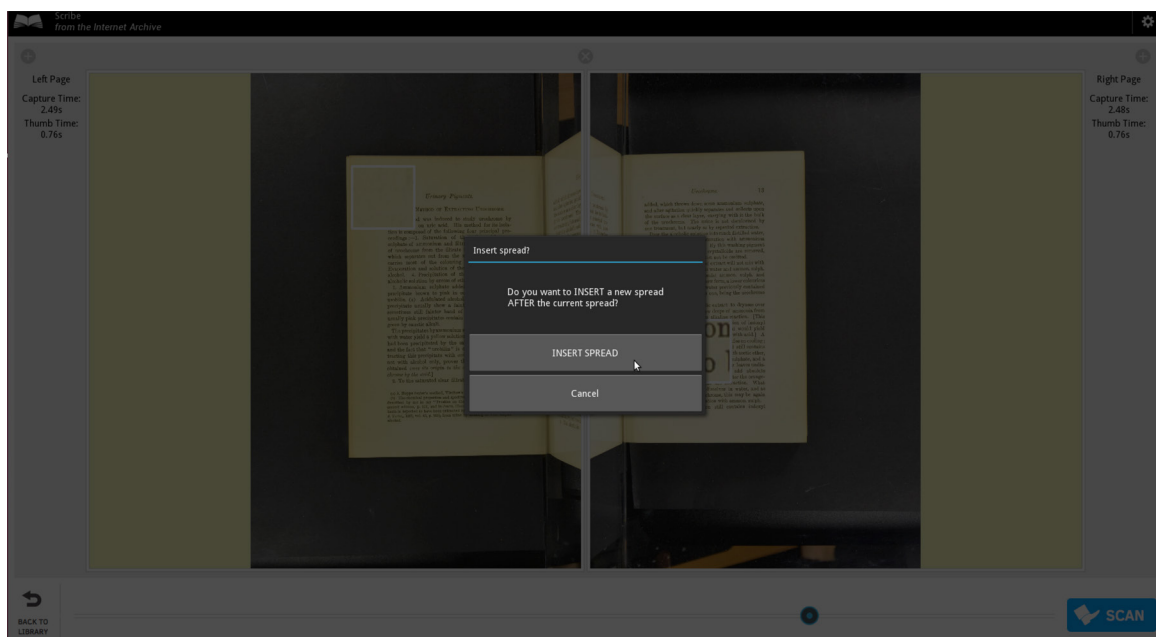
- Use the X button at the top of the spread to delete the spread.



- Click 'Delete' to delete the spread.

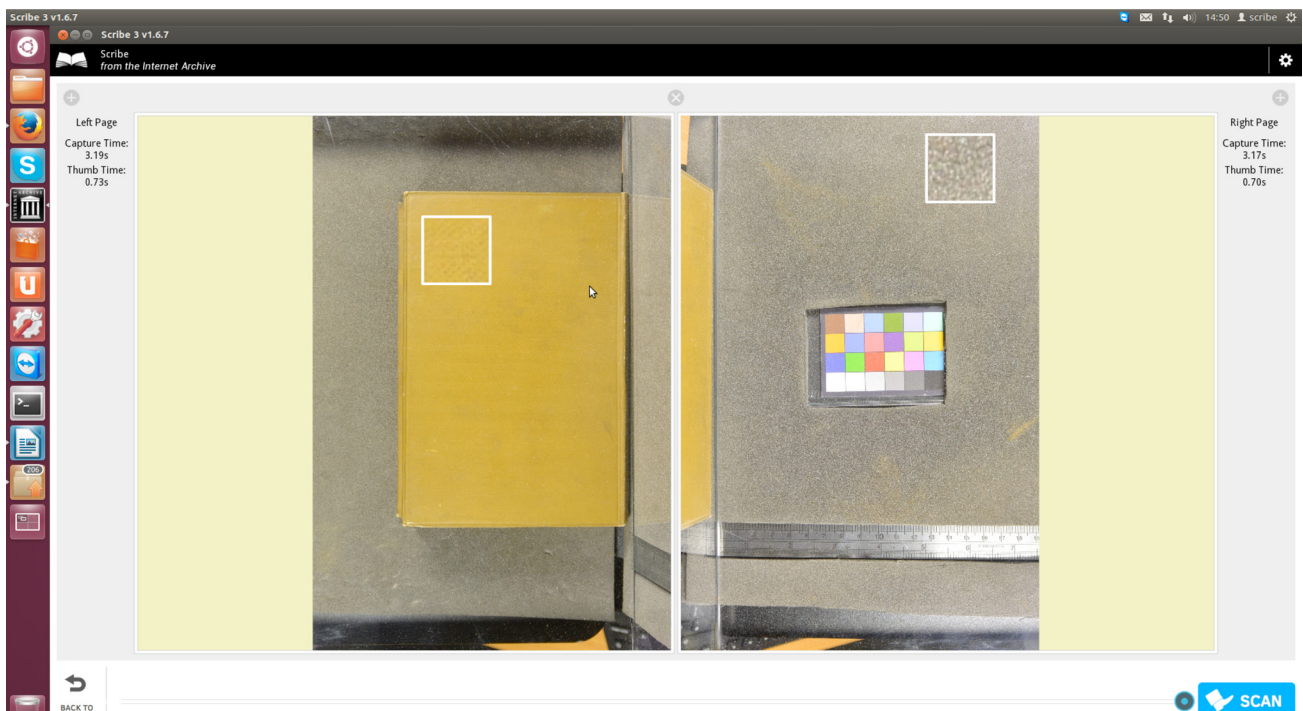


- Open the book to the spread you want to shoot and correct.
- Click the 'Scan' button to shoot the cameras and insert the spread.
- Click 'Insert Spread' to insert a spread after the spread displayed on the screen.

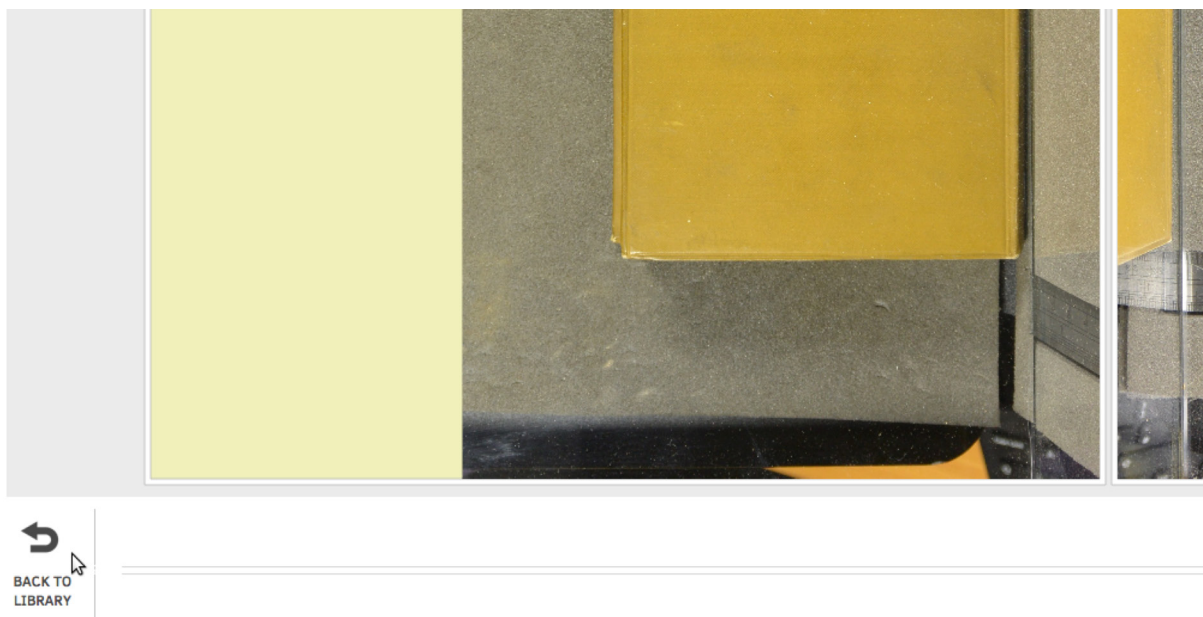


- After inserting images, remember to use the scroll bar to return to the last spread you shot (at the end of the scroll bar).
- The scroll bar works in increments. If there are only two spreads in the book then the furthest left and right extremes of the scroll bar will be the only options available. If there are three spreads captured, another increment will be added to the scroll bar. By the end of a book there could be hundreds of steps along the bar to find the pages required.

26. Shoot all pages, through to the back cover. When shooting the back cover make sure the color card opposite the cover is captured.



27. When the book has been completely scanned, click 'back to library'. This will return the software to the home screen. The digitized book will now appear on the home screen, with the title in the left column.



28. To continue capturing images on an incomplete item:

- Click 'Scribing (click)'.

Scribe
from the Internet Archive

1068 books

Status: processing book /home/scribe/scribe_books/dcad2e9-0caf-42fc-bd99-ce332bd4b3b7

+ New Book

	Title	Author	Last Edit	Status	Flags
1	The Progress of...edical Chemisty	Thudichum	03/20/2015	Scribing (click)	
2	A manual of hygie...udents and nurses		03/18/2015	Scribing (click)	
3	Fevers and infecti...actical management		03/18/2015	Error (click)	
4	rosamund's fix images	rosamund	03/18/2015	Scribing (click)	
5	Euthanasia, or, M...of an easy death		03/18/2015	identifier_assigned	
6	Food in health and disease		03/18/2015	identifier_assigned	
7	Food and feeding		03/18/2015	Error (click)	
8	Handbook for th...s on the insane		03/18/2015	identifier_assigned	
9	Notes on nursing in eye diseases		03/18/2015	identifier_assigned	

- Click 'Continue Scribing'.

Scribe from the Internet Archive

1068 books Status: processing book /home/scribe/scribe_books/9ea2ff5b-3469-4695-a960-ed4b963c0842

+ New Book

Title	Author	Last Edit	Status	Flags	Notes
1 The Progress of...edical Chemistry	Thudichum	03/20/2015	Scribing (click)		
2 A manual of hygie...udents and nurses		03/18/2015	Scribing (click)		
3 Fevers and infecti...actical management		03/18/2015	Error (click)		
4 rosamund's fix images	rosamund	03/18/2015	Scribing (click)		
5 Euthanasia, or, M...of an easy death		03/18/2015	identifier_assigned		
6 Food in health and disease		03/18/2015			
7 Food and feeding		03/18/2015			
8 Handbook for th...s on the insane		03/18/2015			
9 Notes on nursing in eye diseases		03/18/2015			
10 The matron's cours...nd private nursing		03/18/2015			
11 Diseases and the...London Hospital		03/18/2015			
12 Practical remarks...ncy and childhood		03/18/2015			
13 How to nurse sick... Sick Children ...		03/18/2015			
14 Some methods a...ical dentistry		03/18/2015			
15 Ueber die Wechse...n Leib und Seele		03/18/2015			
16 Untitled		03/18/2015			
17 A manual of an...enior students		03/18/2015			
18 An introduction to...for practical work		03/18/2015			
19 The progress of...tice of Medicine		03/18/2015	identifier_assigned		
20 An inquiry into the...of vital functions		03/18/2015	identifier_assigned		
21 A primer of psyc...medical classes		03/18/2015	Error (click)		
22 On the study of ch...mate of phrenology		03/18/2015	identifier_assigned		
23 Dissertatio medi...ime consequendis		03/18/2015	Error (click)		
24 Diseases of the Bible		03/18/2015	Error (click)		
25 A course of ele...ical physiology		03/18/2015	Uploaded		

Reopen or Upload book

What would you like to do with this book?

Continue Scribing

Cancel

Upload

Delete

- The last image captured from that item will display, and scanning can be continued.

29. To delete a book:

- Click 'Scribing (click)'.

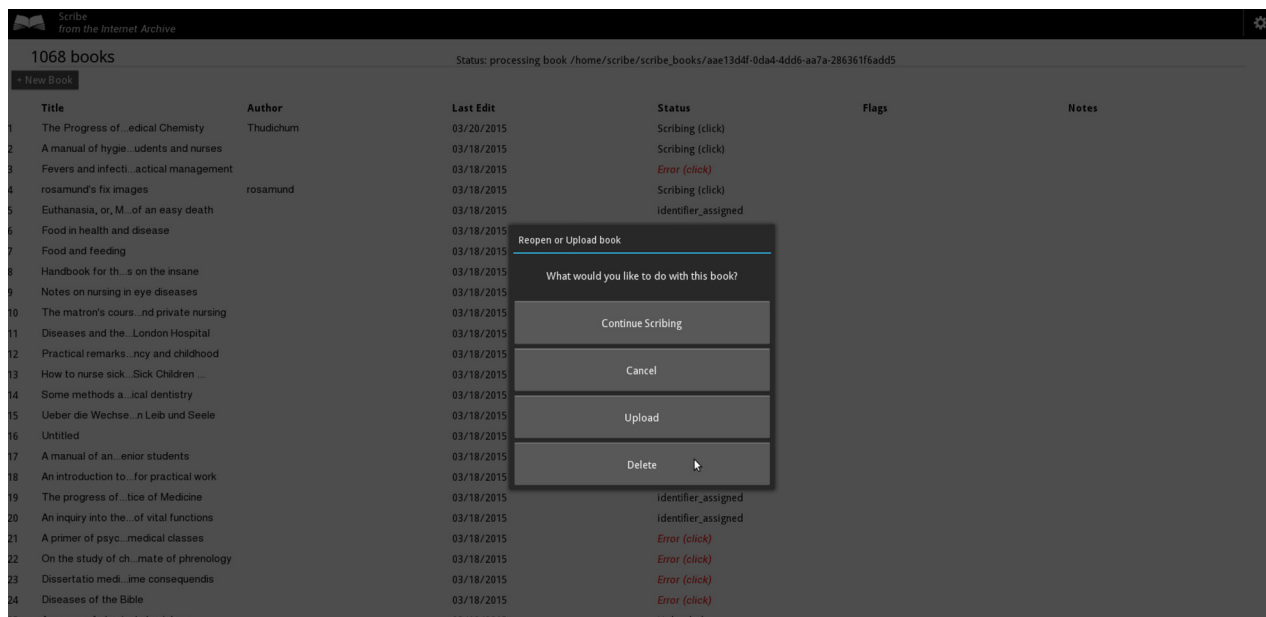
Scribe from the Internet Archive

1068 books Status: processing book /home/scribe/scribe_books/dcad2e9-0caf-42fc-bd99-ce332bd4b3b7

+ New Book

Title	Author	Last Edit	Status	Flags
1 The Progress of...edical Chemistry	Thudichum	03/20/2015	Scribing (click)	
2 A manual of hygie...udents and nurses		03/18/2015	Scribing (click)	
3 Fevers and infecti...actical management		03/18/2015	Error (click)	
4 rosamund's fix images	rosamund	03/18/2015	Scribing (click)	
5 Euthanasia, or, M...of an easy death		03/18/2015	identifier_assigned	
6 Food in health and disease		03/18/2015	identifier_assigned	
7 Food and feeding		03/18/2015	Error (click)	
8 Handbook for th...s on the insane		03/18/2015	identifier_assigned	
9 Notes on nursing in eye diseases		03/18/2015	identifier_assigned	

- Select 'Delete'.



- Select 'Delete Book'.

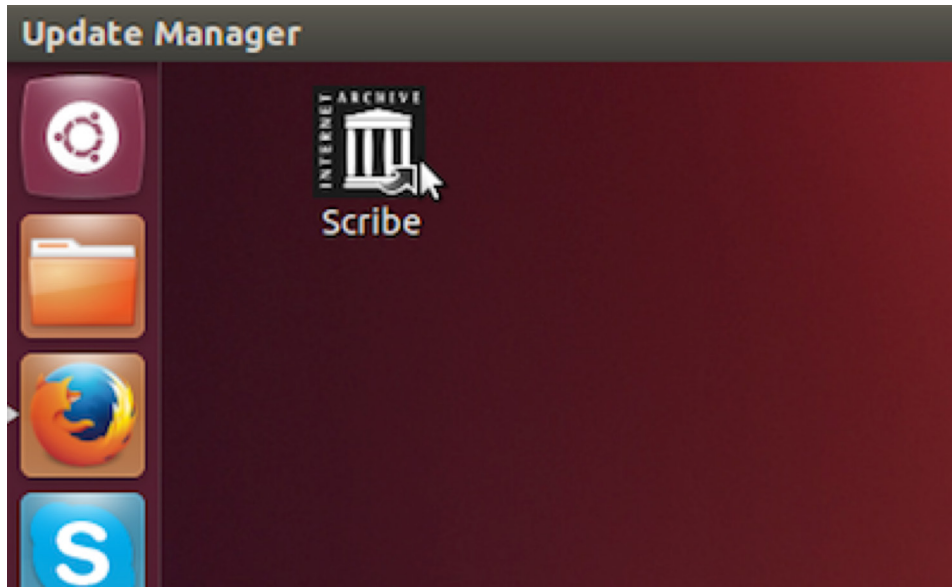
30. To check the progress of any of the items, return to the home screen and consult the messages for each item. These messages will read 'awaiting upload', 'uploaded awaiting QA', or 'error', for example.

31. If an error is encountered, click on 'error' and report the message in the popup window (you can email ttsupport@archive.org).

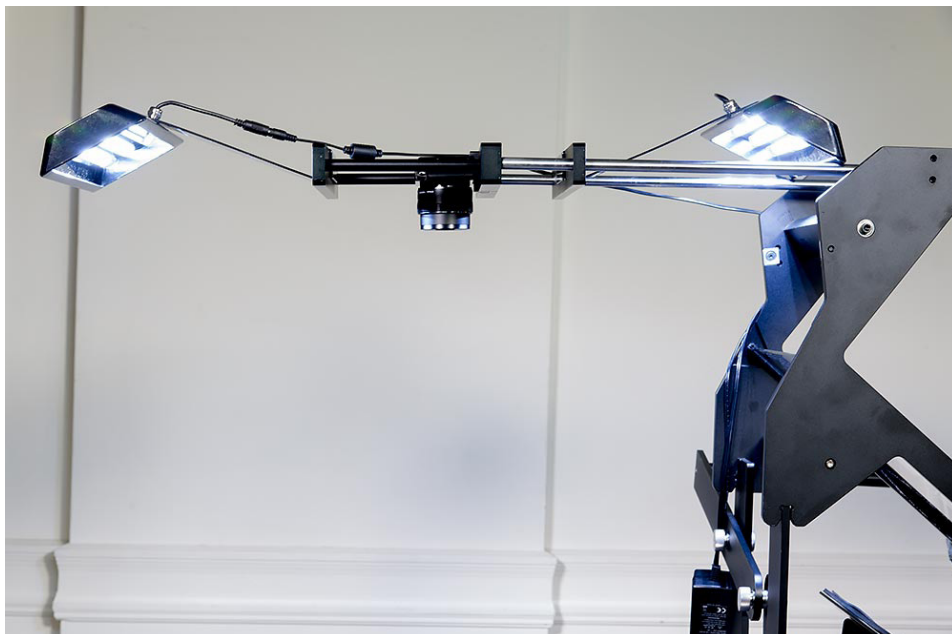
Inserting a large image into a book

using the Large Image Capture Arm

1. If necessary, open the “Scribe” application on the Desktop.

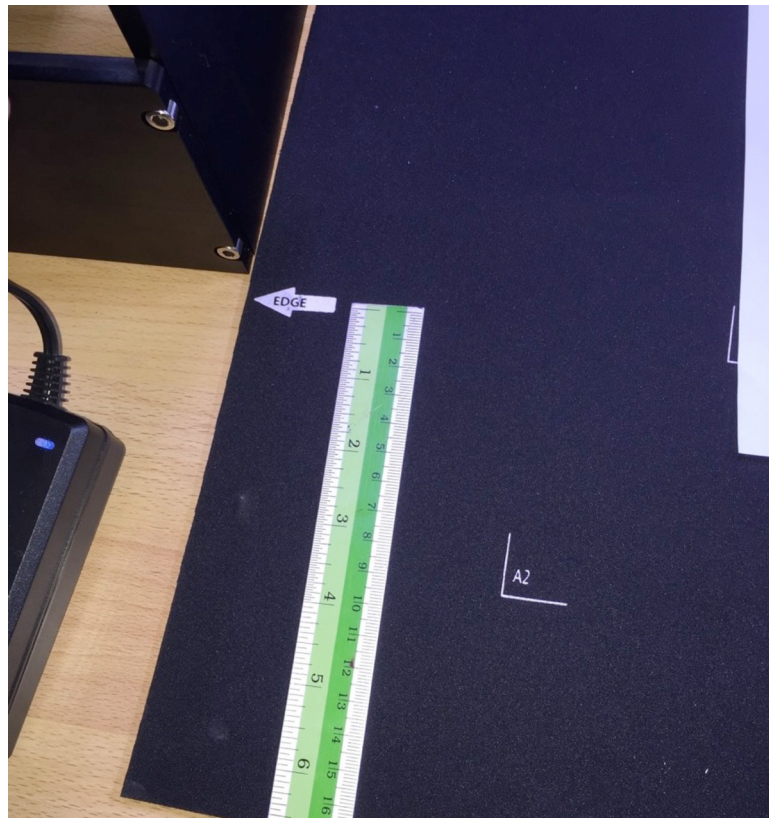


2. Verify both Large Image Capture LED lights are turned ON, as well as TT frame LED lights.



3. Verify all three cameras are powered ON and connected to the computer via USB.

4. Verify the Large Image Capture (LIC) arm is attached to the TT Scribe.
5. Ensure the Large Image Capture mat is sitting to the left of the TT Scribe, with the arrows pointing to the frame.



6. The Large Image Capture mat should be centered to the TT frame.
7. Click the item you are inserting an image to, or the “+New Book” button in the upper left-hand corner of the application.

Scribe from the Internet Archive

1067 books

Status: processing book /home/scribe/scribe_books/81ea7f35-4b0b-4772-a8db-347c83de1f09

+ New Book

	Title	Author	Last Edit	Status	Flags	Notes
1	A manual of hygiene for students and nurses		01/18/2015	Scribing (click)		
2	Fevers and infections: a practical management		01/18/2015	Identifier assigned		
3	rosamund's fix images	rosamund	01/18/2015	Scribing (click)		
4	Euthanasia, or, M... of an easy death		01/18/2015	Identifier assigned		
5	Food in health and disease		01/18/2015	Identifier assigned		
6	Food and feeding		01/18/2015	Identifier assigned		
7	Handbook for the... on the insane		01/18/2015	Identifier assigned		
8	Notes on nursing in eye diseases		01/18/2015	Identifier assigned		
9	The matron's course...nd private nursing		01/18/2015	Identifier assigned		
10	Diseases and the... London Hospital		01/18/2015	Identifier assigned		
11	Practical remarks...ncy and childhood		01/18/2015	Identifier assigned		

8. Follow the instructions on the “Calibrate Your Scribe” screen.

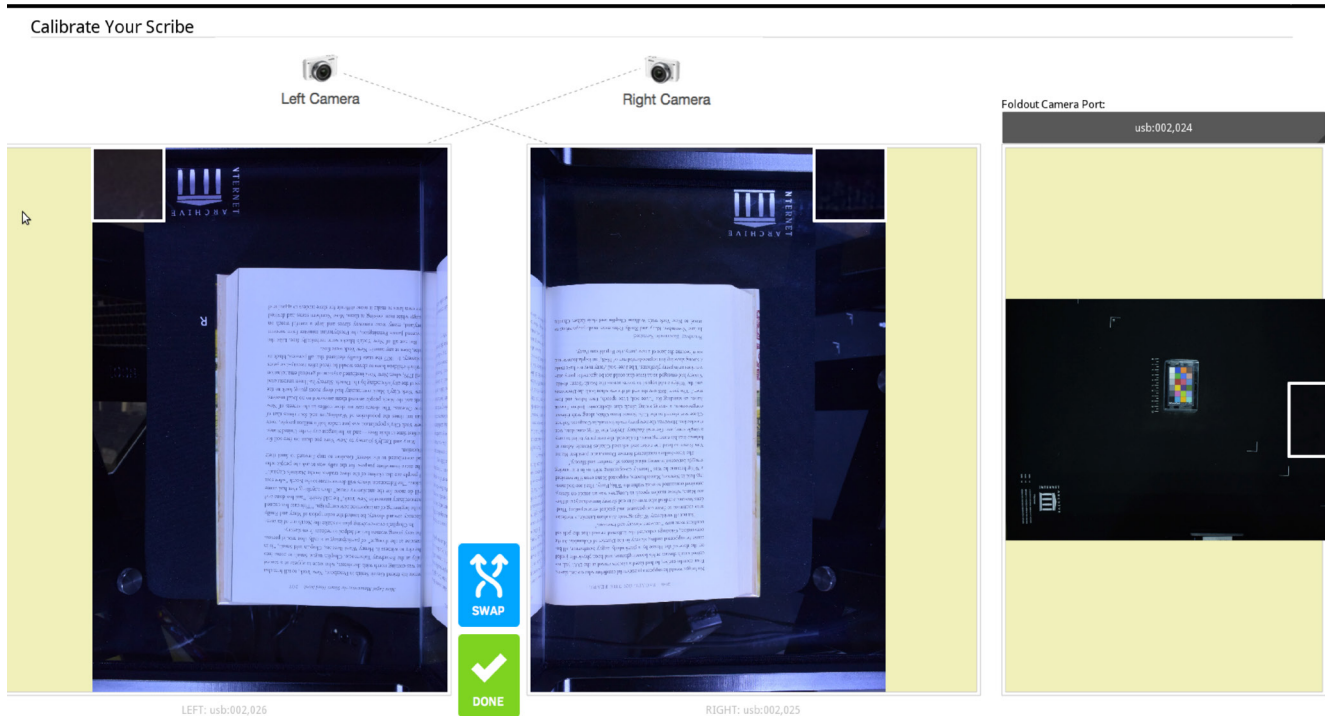


9. All three cameras will take an image, which will appear onscreen.



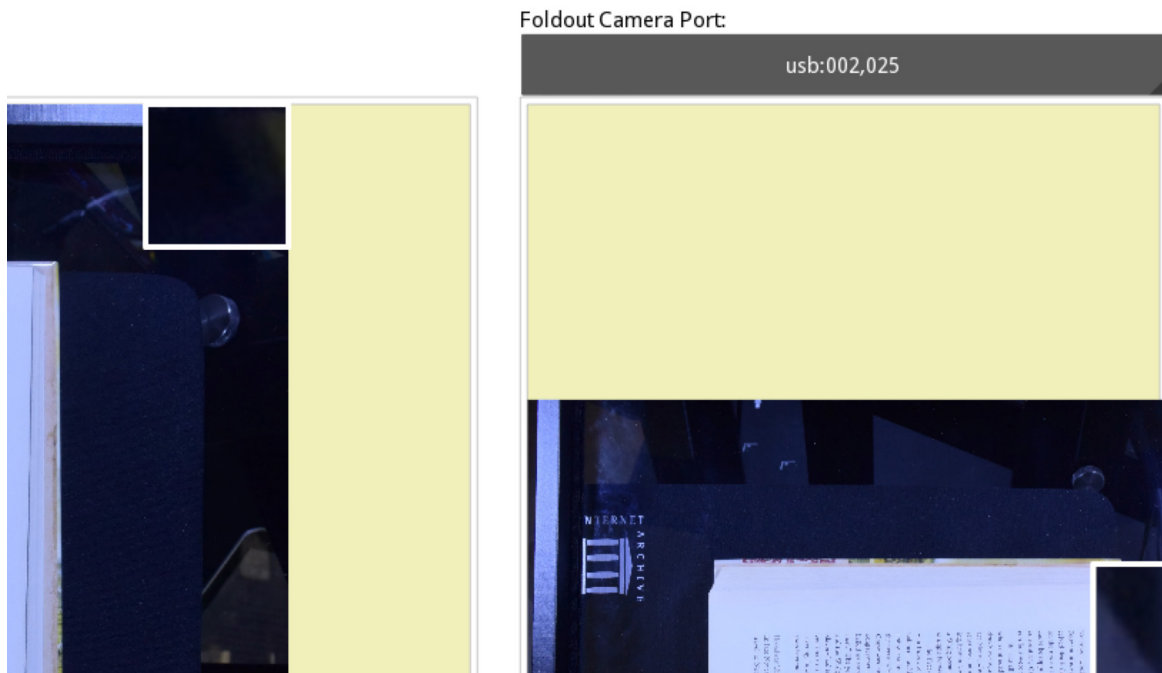
10. Verify each of the three images is matched up with the appropriate camera (using the dotted lines from the camera graphic to the image).

11. Using the images displayed on the screen, determine if the images are labeled correctly. If the images are upside down, click 'swap' and the cameras will fire again and a new image will be taken.

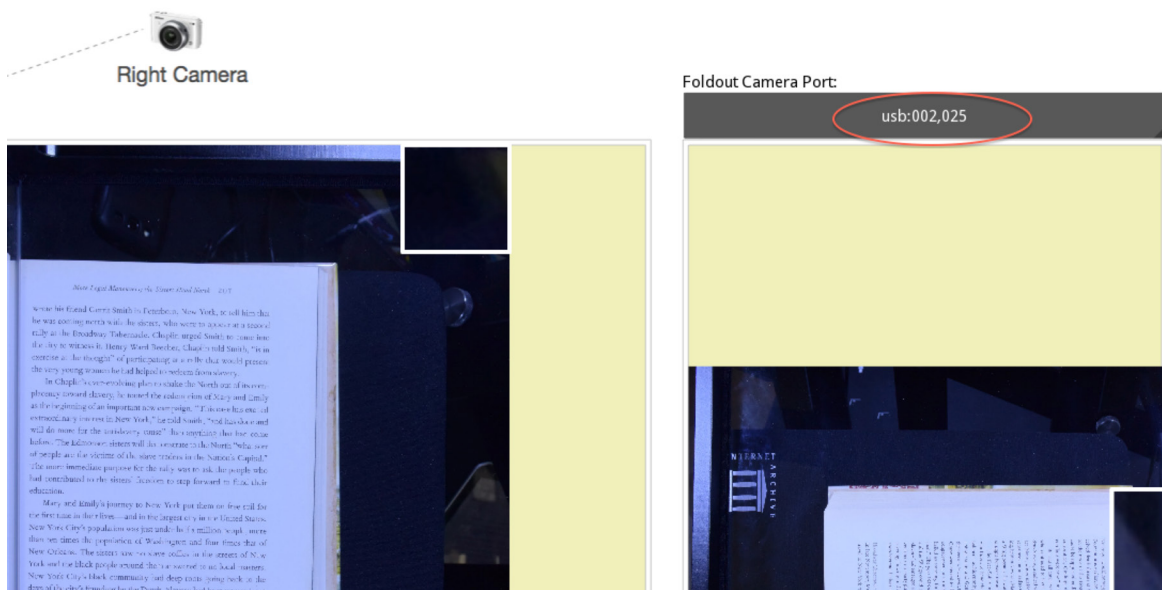


12. If the image from the LIC appears as either the “Left Camera” or “Right Camera” images, follow these steps:

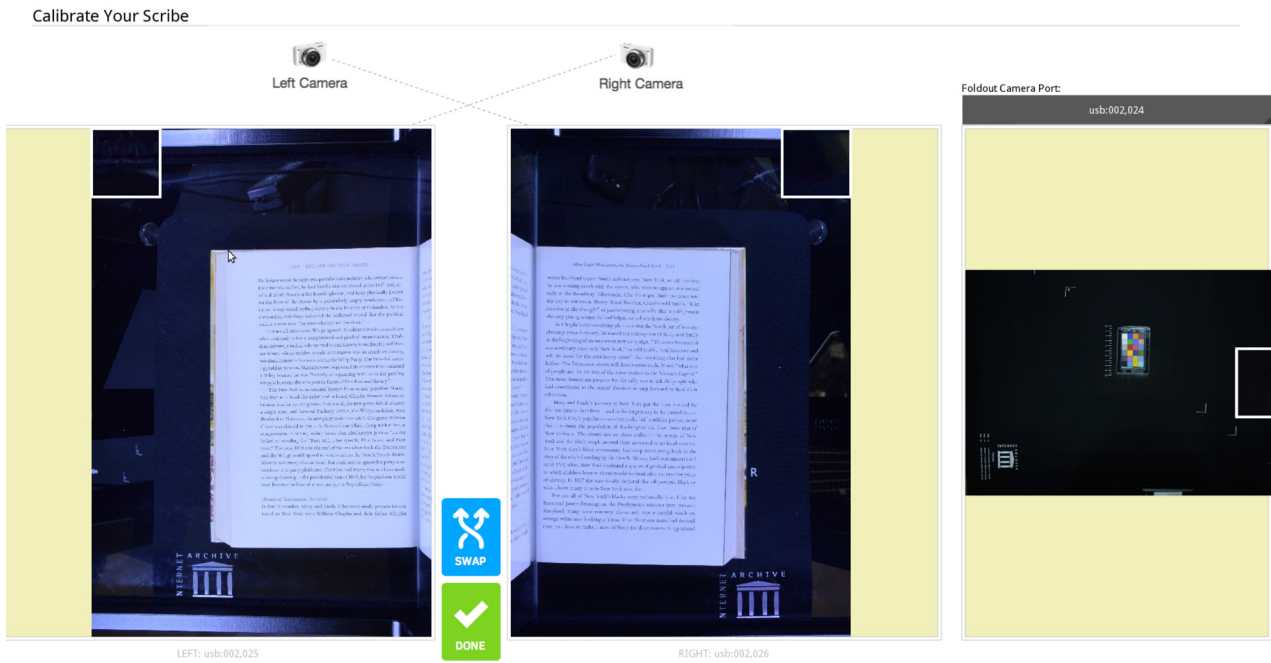
- View the USB numbers under the image from LIC Camera (for example: usb: 002,020).



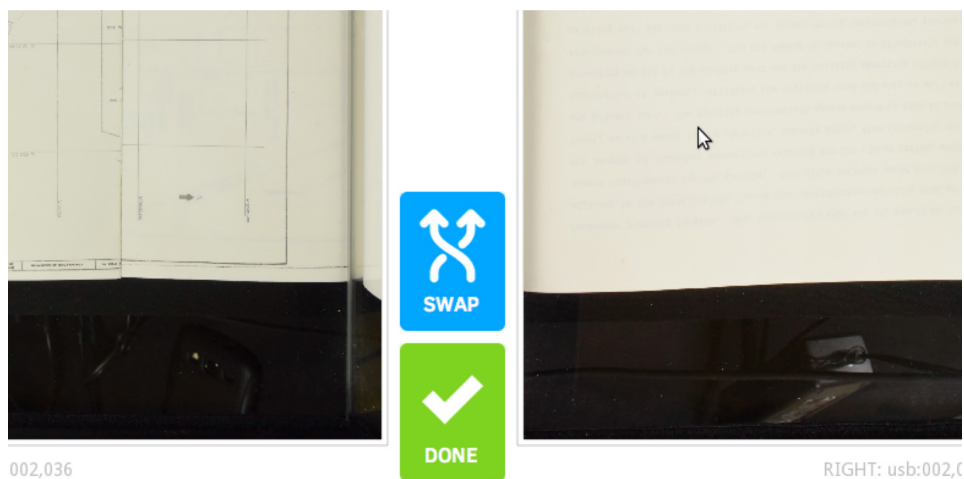
- Click on the button under “Foldout Camera Port” on the right side of the screen (where the USB port number is listed).usb: 002,020).



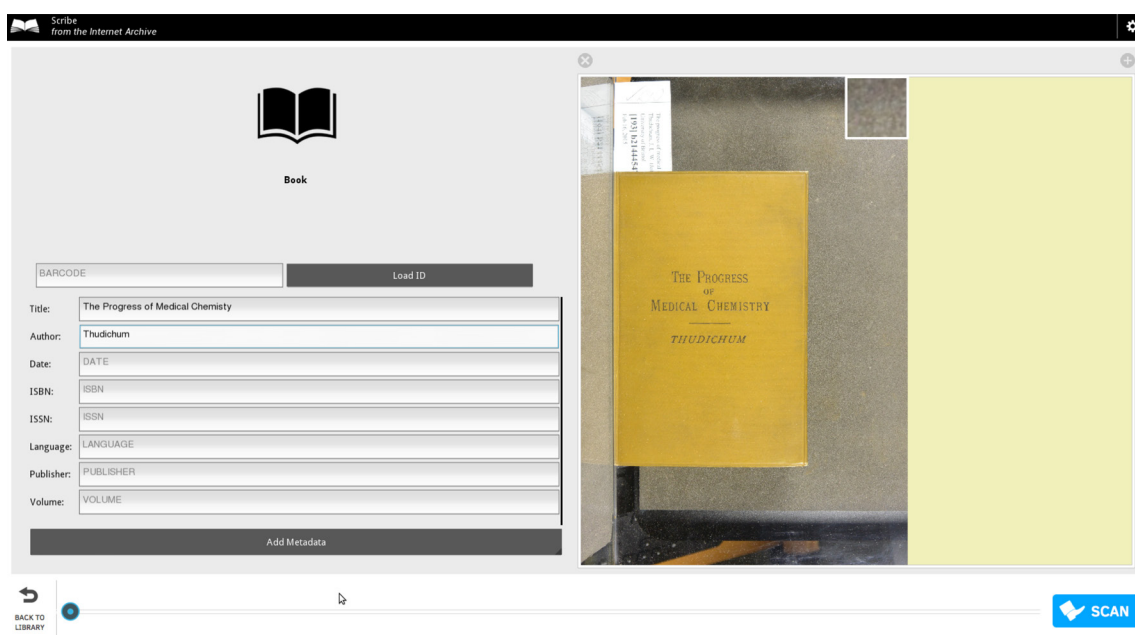
- Select the “usb” number that matches the number you viewed in the first step, from the LIC Camera image.
- After each camera takes another image, verify each of the images is matched up with the appropriate camera.



13. Click the green “Done” button.



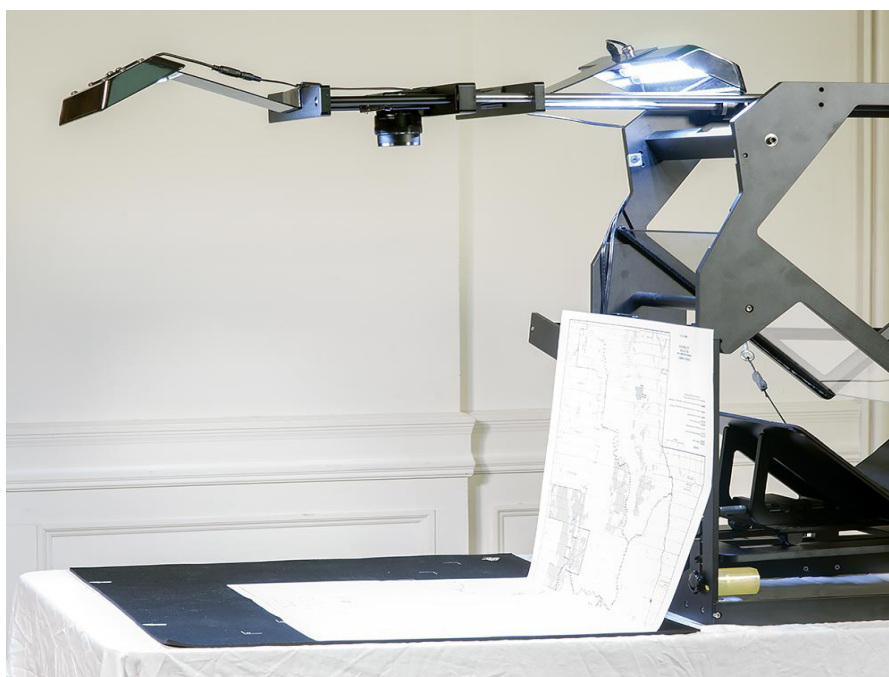
14. Follow the on-screen instructions for shooting the cover and entering the meta-data.



15. Shoot the book as you normally would.

16. When there is a spread with a page that is too big for the cradle, follow these steps:

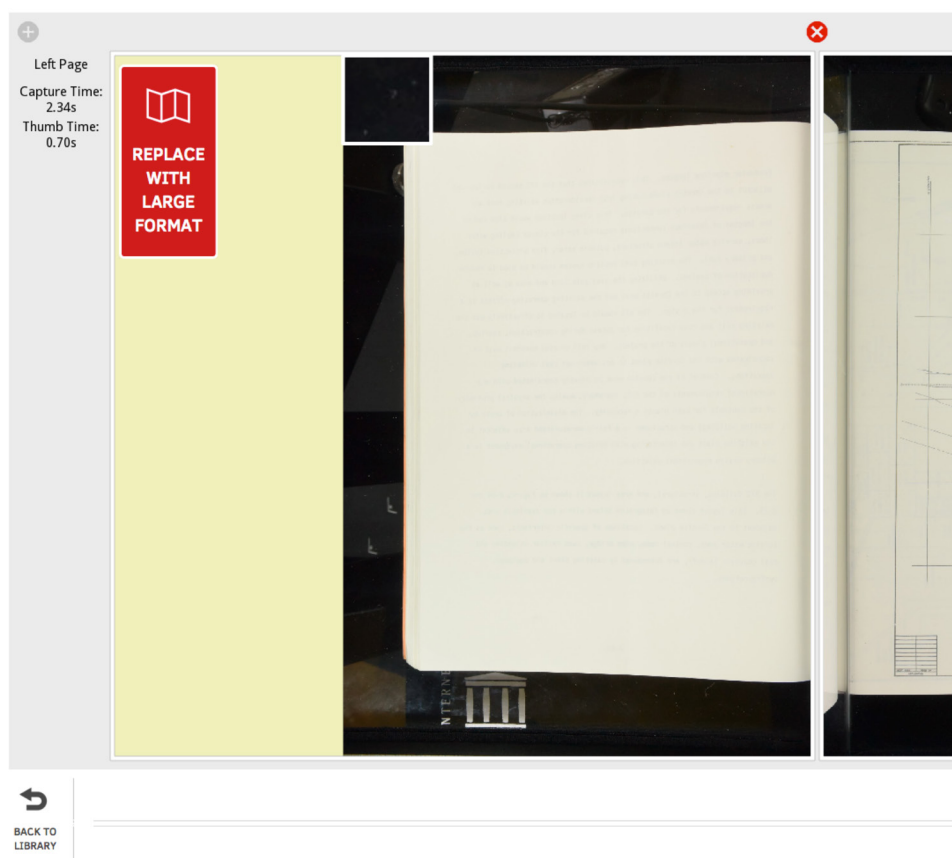
- Click the “Scan” button. Both cameras will shoot.
- Remove the item from the cradle.
- Place the item on the LIC mat, with the page facing towards the TT Scribe frame (the left side of the page should be closest to you, and the bottom of the page should be against the frame).



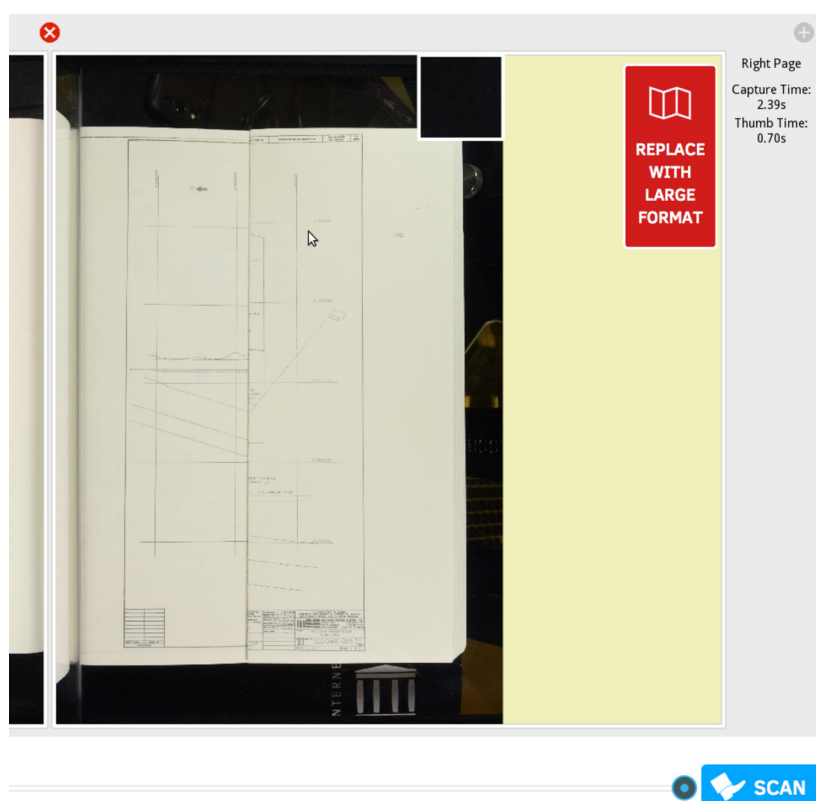
- Remove the USB cable from the LIC camera to view the LCD screen.
- Focus the LIC camera, following the steps listed in step 8 of 'Getting your cradle cameras ready' instructions.
- Center the item within the display of the LCD screen.
- Adjust the lens so the item to be shot fills the LCD screen as much as possible. Reconnect the USB cable to the camera when ready to shoot.
- In the Scribe application, click the grey "X" button at the top-middle of the screen (between the two images).



- To replace the left image with the LIC camera image, click the left "Replace with Large Format" button.



- To replace the right image with the LIC image, click the right “Replace with Large Format” button.



17. Place the item back into the cradle to resume shooting the book as normal.

18. If you wish to delete a spread within an item (instead of reshooting or replacing with a large format image), hit the X button twice to delete the spread.

19. When inserting a foldout or large image, make sure there is a picture of a page on the opposite leaf. This is to prevent throwing off the orientation of the pages on the left and right.

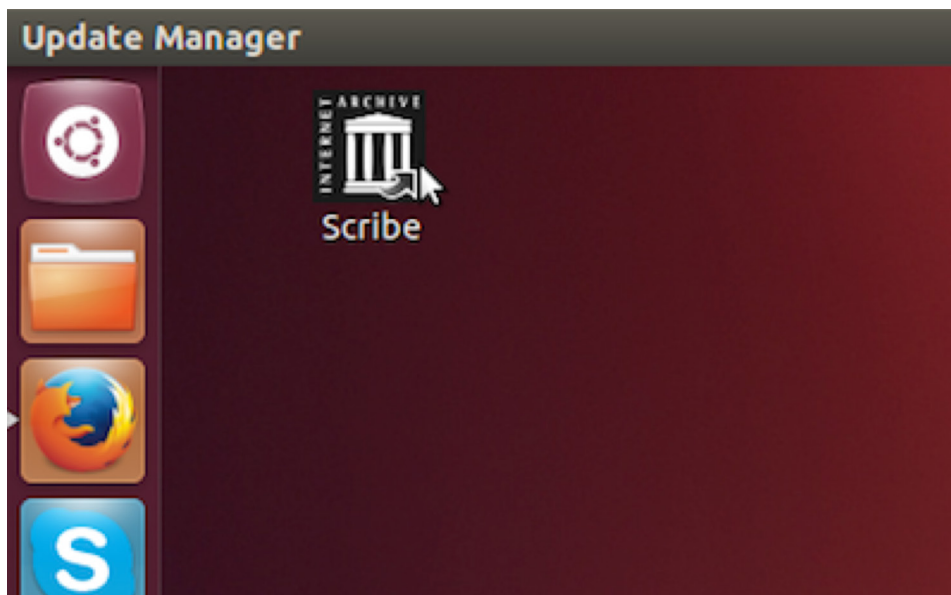
**If you have any issues with these steps, please contact us at
ttsupport@archive.org.**

Shooting a large book

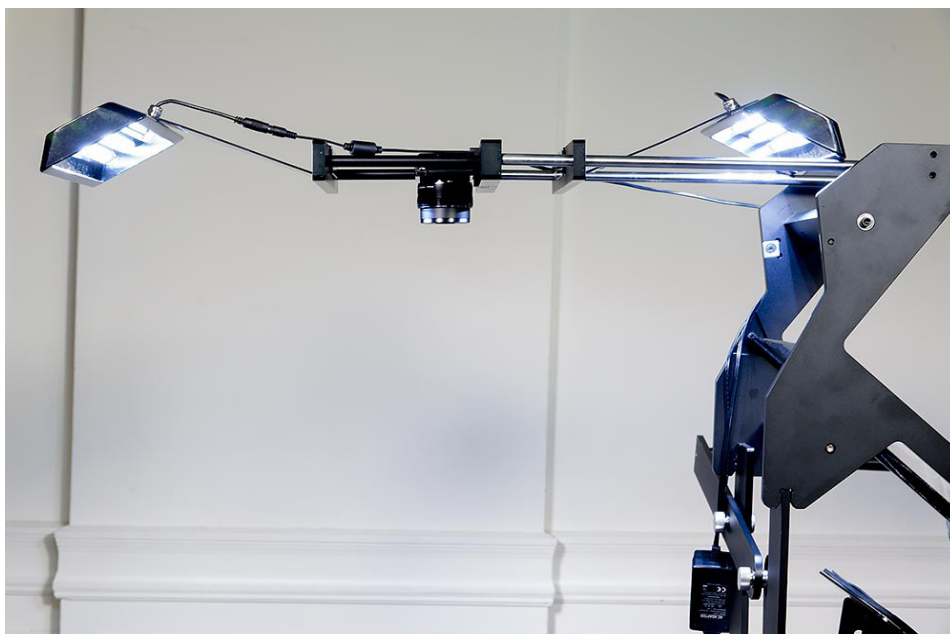
using the Large Image Capture Arm

Some items will be too large to shoot on the TT Scribe cradle, such as folios or posters. These can be shot entirely using the Large Image Capture following the steps below.

1. Open the “Scribe” application on the Desktop.



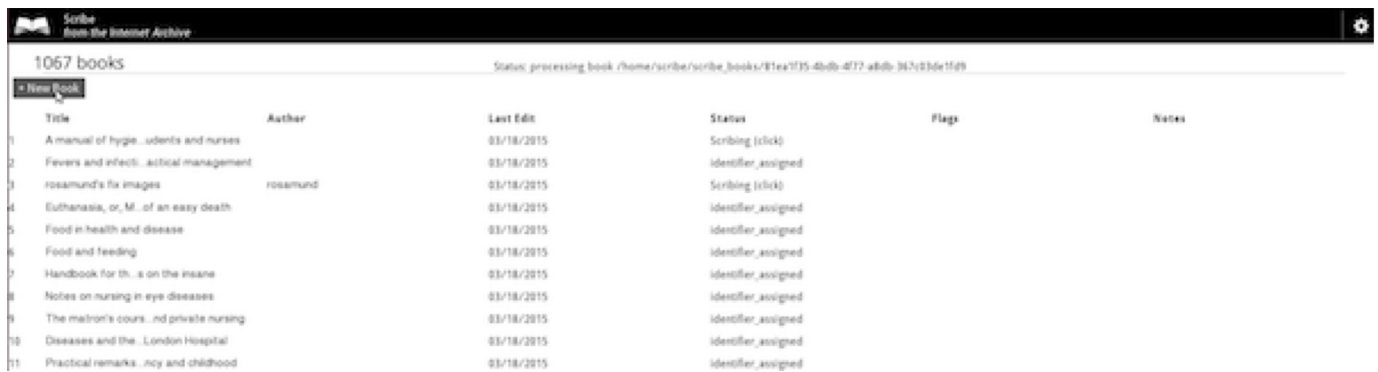
2. Verify both the Large Image Capture LED lights and the TT Scribe frame LEDs are turned ON.



19. Verify all three cameras are powered ON and connected to the computer via USB.

20. Verify the Large Image Capture (LIC) arm is attached to the TT Scribe.

21. Click the “+New Book” button in the upper left-hand corner of the application.

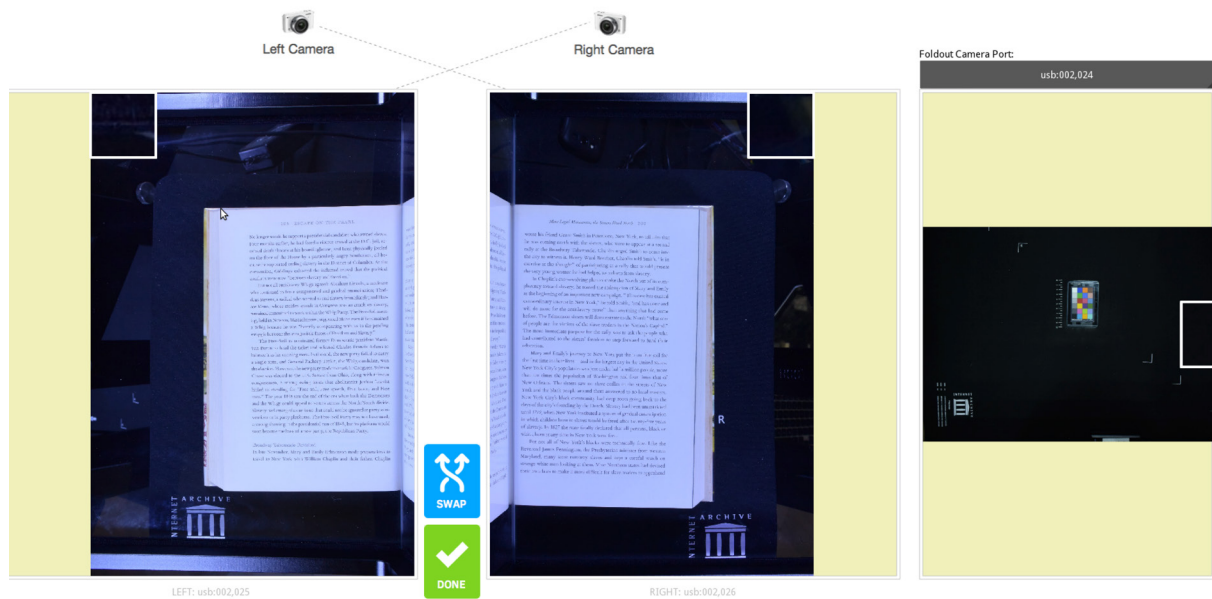


	Title	Author	Last Edit	Status	Flags	Notes
1	A manual of hygiene, students and nurses		03/18/2015	Scribing (click)		
2	Fevers and infections: practical management		03/18/2015	Identifier assigned		
3	rosamund's fix images	rosamund	03/18/2015	Scribing (click)		
4	Euthanasia, or, M... of an easy death		03/18/2015	Identifier assigned		
5	Food in health and disease		03/18/2015	Identifier assigned		
6	Food and feeding		03/18/2015	Identifier assigned		
7	Handbook for th...s on the insane		03/18/2015	Identifier assigned		
8	Notes on nursing in eye diseases		03/18/2015	Identifier assigned		
9	The matron's course...nd private nursing		03/18/2015	Identifier assigned		
10	Diseases and the... London Hospital		03/18/2015	Identifier assigned		
11	Practical remarks...ncy and childhood		03/18/2015	Identifier assigned		

22. Follow the instructions on the “Calibrate Your Scribe” screen.

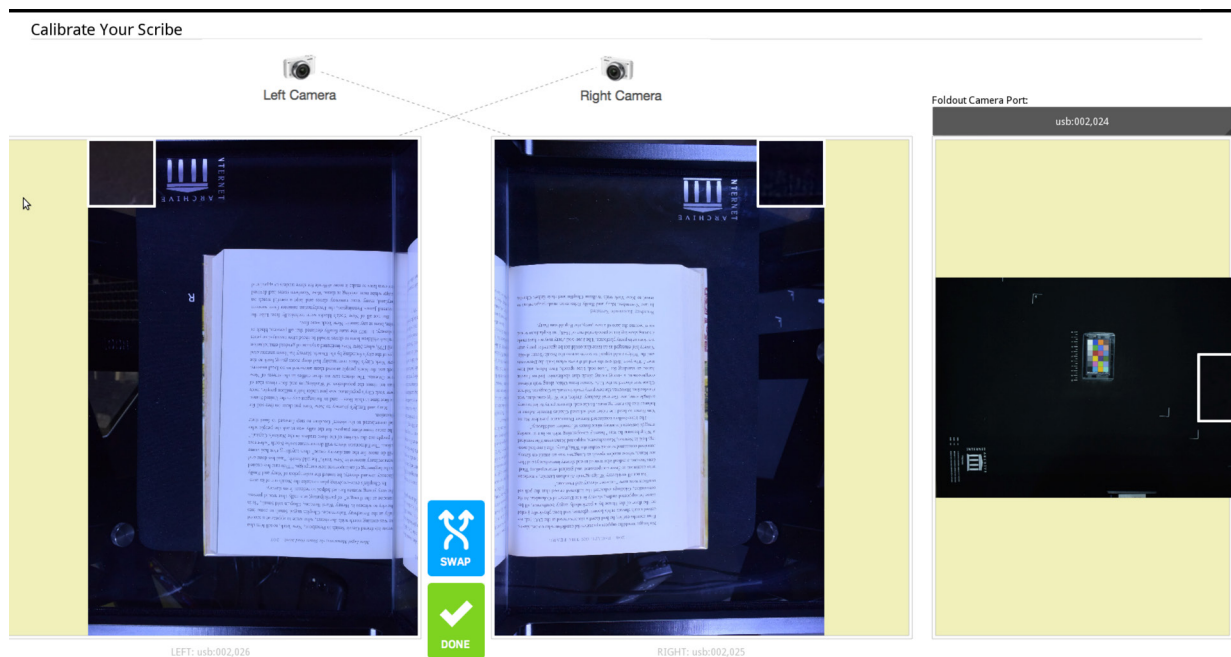


23. All three cameras will take an image, which will appear onscreen.



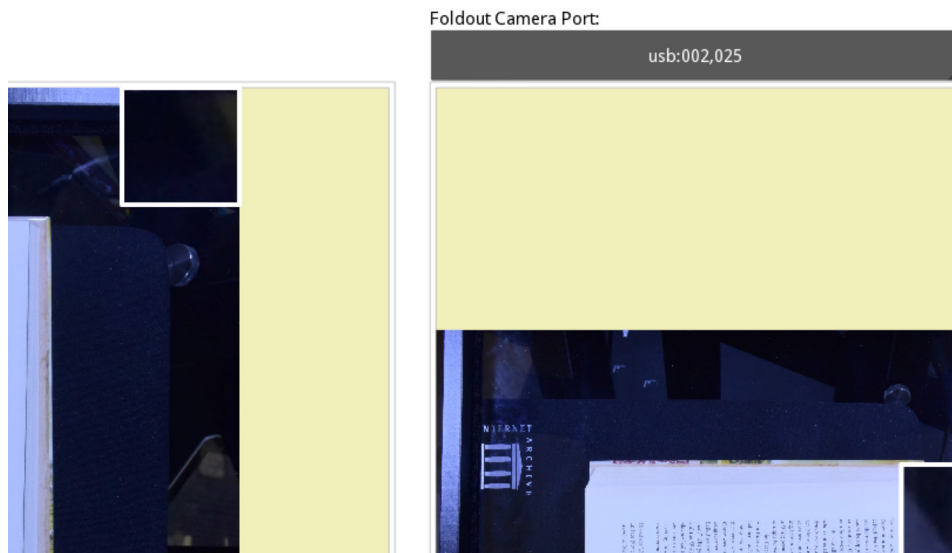
24. Verify each of the three images is matched up with the appropriate camera (using the dotted lines from the camera graphic to the image).

25. Using the images displayed on the screen, determine if the images are labeled correctly. If the images are upside down, click 'swap' and the cameras will fire again and a new image will be taken.

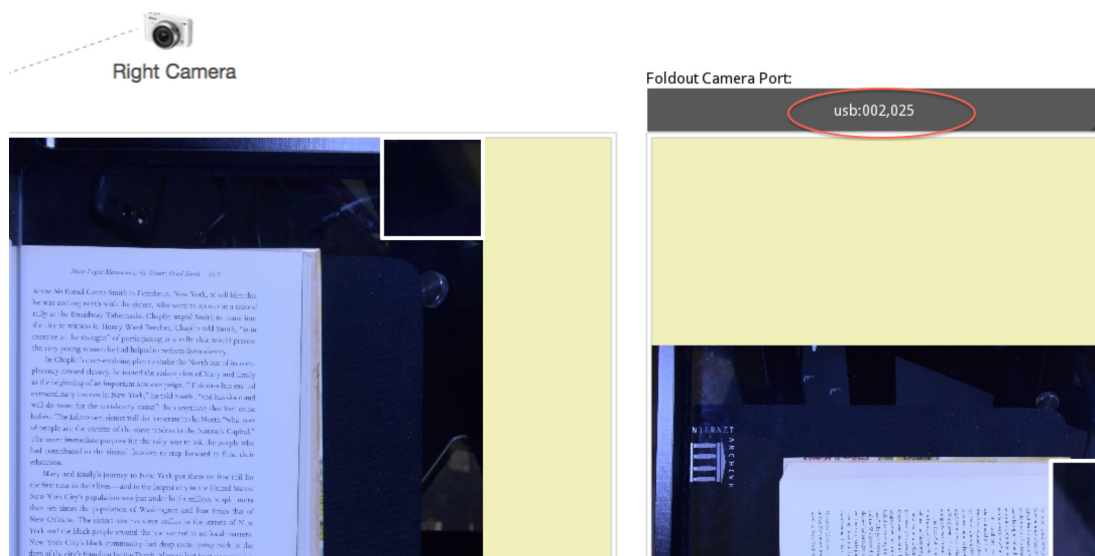


26. If the image from the LIC appears as either the “Left Camera” or “Right Camera” images, follow these steps:

- View the USB numbers under the image from LIC Camera (for example: usb: 002,020).



- Click on the button under “Foldout Camera Port” on the right side of the screen (where the USB port number is displayed).




- Select the “usb” number that matches the number from the LIC Camera image.
- After each camera takes another image, verify each of the images is matched up with the appropriate camera.

27. Click the green “Done” button.



28. Follow the on-screen instructions for shooting the cover and entering the meta-data. You do not need to put any book in the cradle when shooting the cover. The page will be deleted from the book once it is uploaded.

Scribe
from the Internet Archive



Book

Barcode: Load ID:

Title:

Author:

Date:


ISBN:

ISSN:

Language:

Publisher:

Volume:

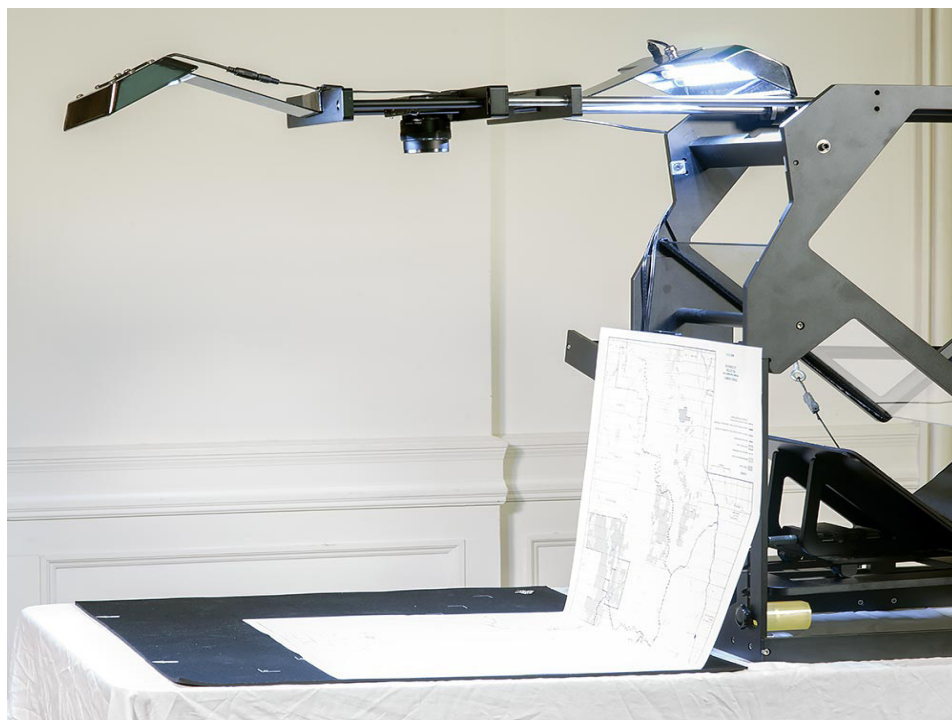
 BACK TO LIBRARY

29. For each spread (set of two pages), follow these instructions to capture a dummy spread and then replace both images with Large Image Capture:

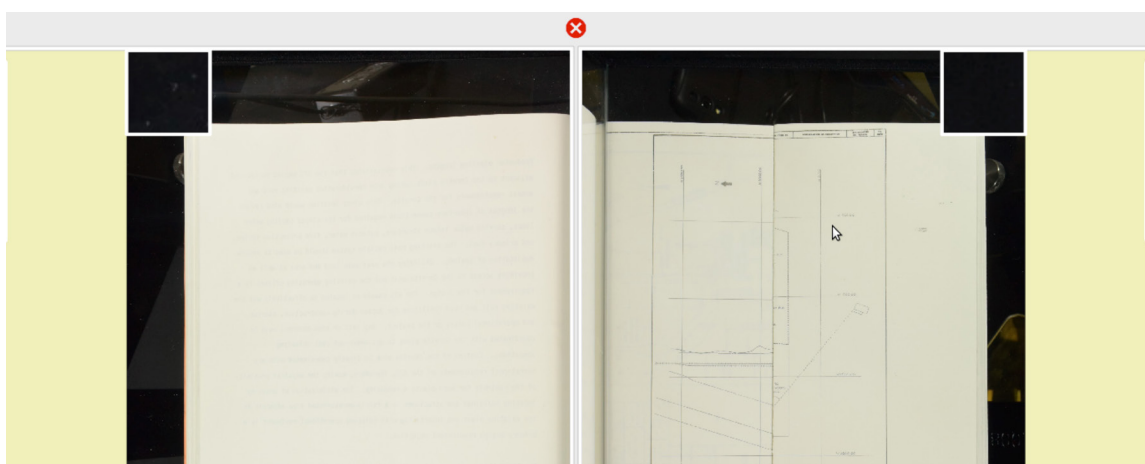
- Click the “Scan” button. Both cradle cameras will shoot, creating a placeholder spread.



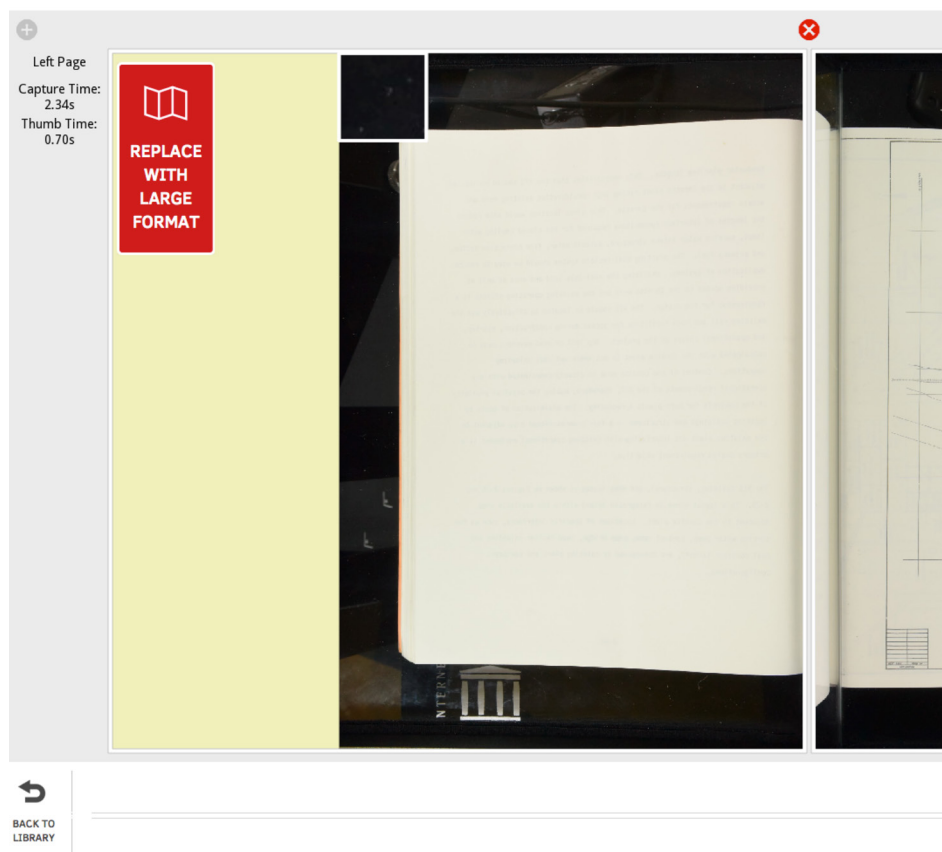
- Place the item on the LIC mat, with the page facing towards the TT Scribe frame (the left side of the page should be closest to you, and the bottom of the page should be against the frame).



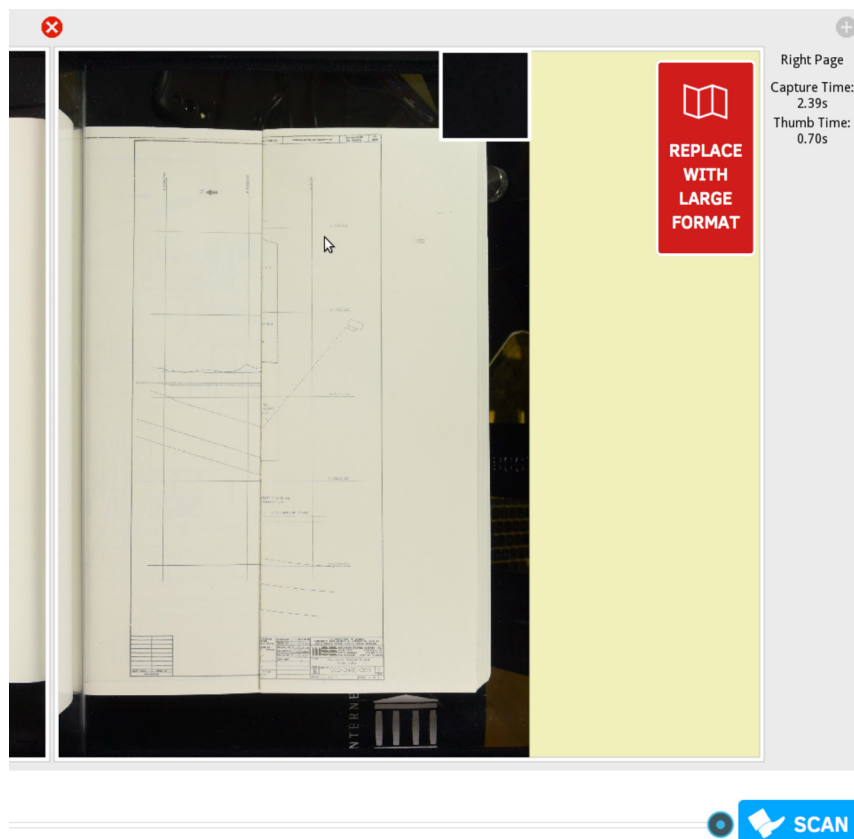
- Remove the USB cable from the LIC camera to view the LCD screen.
- Center the item within the display of the LCD screen.
- Adjust the lens so the item to be shot fills the LCD screen as much as possible. Re-attach the USB cable to the camera when ready to shoot.
- In the Scribe application, click the grey “X” button at the top-middle of the screen (between the two images).



- To replace the left image with the LIC camera image, click the left “Replace with Large Format” button



- To replace the right image with the LIC image, click the right “Replace with Large Format” button.



30. Continue shooting the remainder of the book in this way, until you reach the back cover.


31. When complete, hit the 'Return to Library' button to view your book list.

If you have any issues with these steps, please contact us at
ttsupport@archive.org.

Exporting images from local drive

After digitizing your item, you can export the images to your local drive. **This should be done if you are not taking advantage of the Gold Package, and do not want to upload your items for processing:**

1. Click on the status label for the book you wish to export. Books with status label of Scribing, Uploaded, or anything in between are eligible for export.



Scribe
from the Internet Archive

1068 books

Status: processing book /home/scribe/scribe_books/dcad2e9-0caf-42fc-bd99-ce332bd4b3b7

+ New Book

	Title	Author	Last Edit	Status	Flags
1	The Progress of...edical Chemisty	Thudichum	03/20/2015	Scribing (click)	
2	A manual of hygie...udents and nurses		03/18/2015	Scribing (click)	
3	Fevers and infecti...actical management		03/18/2015	Error (click)	
4	rosamund's fix images	rosamund	03/18/2015	Scribing (click)	
5	Euthanasia, or, M...of an easy death		03/18/2015	identifier_assigned	
6	Food in health and disease		03/18/2015	identifier_assigned	
7	Food and feeding		03/18/2015	Error (click)	
8	Handbook for th...s on the insane		03/18/2015	identifier_assigned	
9	Notes on nursing in eye diseases		03/18/2015	identifier_assigned	

2. Choose “Export” from the list of available actions.

Reopen or Upload book

What would you like to do with this book?

Continue Scribing

Cancel

Upload

Export

Delete

3. Choose a location on your hard drive into which you will save your book.
4. Enter a name for the book folder.
5. Press “Save.”
6. A folder will be created in the location specified containing images, scandata, metadata, and thumbnails.


PLEASE NOTE: If items are uploaded to be processed with the Gold Package, the images will be deleted from your local machine and will no longer be available for export.

If you have any issues with these steps, please contact us at ttsupport@archive.org.

Uploading a book (Gold Package)

If you are using the Gold Package, follow these steps to upload your book for processing:

1. If the book is completed, and is ready to be uploaded:
 - Click 'Scribing (click)'.



Scribe
from the Internet Archive

1068 books

Status: processing book /home/scribe/scribe_books/dcadc2e9-0caf-42fc-bd99-ce332bd4b3b7

+ New Book

	Title	Author	Last Edit	Status	Flags
1	The Progress of...edical Chemistry	Thudichum	03/20/2015	Scribing (click)	
2	A manual of hygie...udents and nurses		03/18/2015	Scribing (click)	
3	Fevers and infecti...actical management		03/18/2015	Error (click)	
4	rosamund's fix images	rosamund	03/18/2015	Scribing (click)	
5	Euthanasia, or, M...of an easy death		03/18/2015	identifier_assigned	
6	Food in health and disease		03/18/2015	identifier_assigned	
7	Food and feeding		03/18/2015	Error (click)	
8	Handbook for th...s on the insane		03/18/2015	identifier_assigned	
9	Notes on nursing in eye diseases		03/18/2015	identifier_assigned	

- Select 'Upload'.

Scribe from the Internet Archive					
1068 books			Status: processing book /home/scribe/scribe_books/9ea2ff6b-3469-4695-a960-ed4b963c0842		
+ New Book					
	Title	Author	Last Edit	Status	Flags
1	The Progress of...edical Chemistry	Thudichum	03/20/2015	Scribing (click)	
2	A manual of hygie...udents and nurses		03/18/2015	Scribing (click)	
3	Fevers and infecti...actical management		03/18/2015	Error (click)	
4	rosamund's fix images	rosamund	03/18/2015	Scribing (click)	
5	Euthanasia, or, M...of an easy death		03/18/2015	identifier_assigned	
6	Food in health and disease		03/18/2015		
7	Food and feeding		03/18/2015		
8	Handbook for th...s on the insane		03/18/2015		
9	Notes on nursing in eye diseases		03/18/2015		
10	The matron's cours...nd private nursing		03/18/2015		
11	Diseases and the...London Hospital		03/18/2015		
12	Practical remarks...ncy and childhood		03/18/2015		
13	How to nurse sick...Sick Children ...		03/18/2015		
14	Some methods a...ical dentistry		03/18/2015		
15	Ueber die Wechse...n Leib und Seele		03/18/2015		
16	Untitled		03/18/2015		
17	A manual of an...enior students		03/18/2015		
18	An introduction to...for practical work		03/18/2015		
19	The progress of...tice of Medicine		03/18/2015	identifier_assigned	
20	An inquiry into the...of vital functions		03/18/2015	identifier_assigned	
21	A primer of psyc...medical classes		03/18/2015	Error (click)	
22	On the study of ch...mate of phrenology		03/18/2015	identifier_assigned	
23	Dissertatio med...ime consequenda		03/18/2015	Error (click)	
24	Diseases of the Bible		03/18/2015	Error (click)	

Reopen or Upload book

What would you like to do with this book?

Continue Scribing

Cancel

Upload

Delete

At this stage, please shoot a test book and upload an item.

PLEASE NOTE: If items are uploaded to be processed with the Gold Package, the images will be deleted from your local machine and will no longer be available for export. Please contact us to let us know that your test book is ready for review, at ttsupport@archive.org.

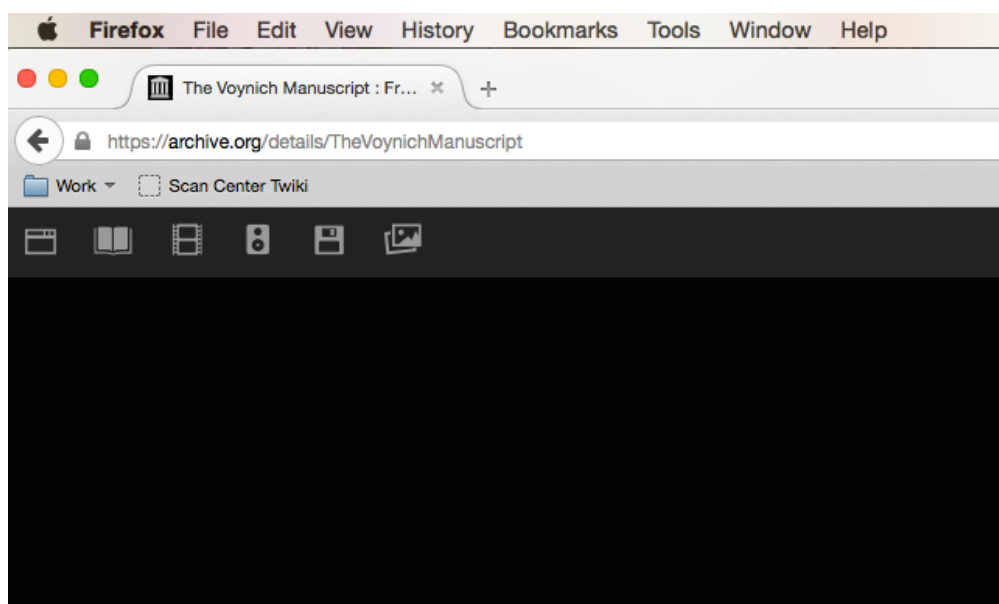
Making a correction on an uploaded book

We may contact you letting you know that a book requires corrections, or you may find a book that needs corrections yourself. If so, follow these steps to generate and share the corrected file.

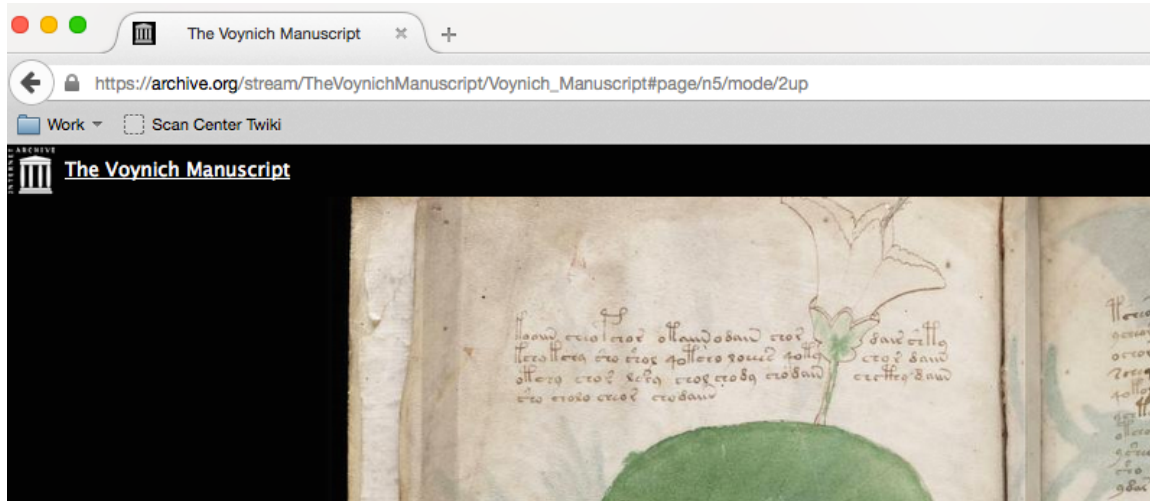
You will be using Dropbox to share files with us during this process. There are instructions included here, but if you have any problems or questions, please contact us at ttsupport@archive.org.

1. Receive and correlate the correction request.

- If our Gold Package processing team discovers the need for a book correction, you will receive an email from ttsprocessing@archive.org. The email will include the book's:
 - Identifier (e.g. TheVoynichManuscript)
 - Hyperlink to the spread in question.
 - Details of the issue.
- More than one book may be part of a single email. Your first action will be to correlate the digital item with your physical item following the steps below.
- Using the “identifier” from the correction request email, visit [archive.org/details/\[identifier\]](https://archive.org/details/[identifier]) (e.g. archive.org/details/TheVoynichManuscript). This will allow you to view the book's metadata and determine which physical book will be required.

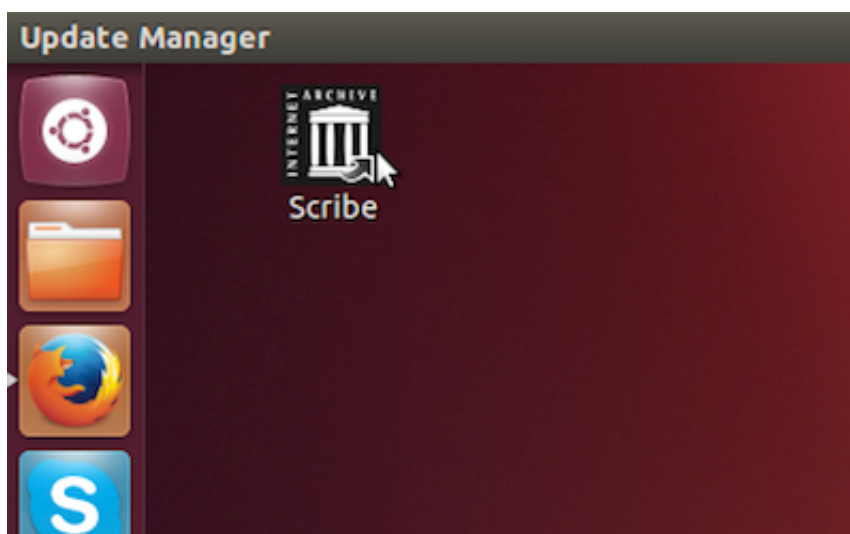


- Now that we have confirmed the book in question, the page(s) can now be identified. Clicking on the Hyperlinks provided in the email will lead you to the exact page(s) in question.



2. You will now create the correction image file.

- Place the book in the Table Top Scribe's cradle, opened to the spread in question.
- Launch the Table Top Scribe software.




- Create a new book by clicking on the New Book icon in the top left of the software.

- Calibrate your cameras, following the instructions within the software.
- Enter the two required metadata fields with the following information:
 - Title= Identifier of book to be corrected (e.g. TheVoynichManuscript)
 - Author= Your name
- Shoot the requested correction pages, using the shoot button in the software.
- After you have shot all pages that need correcting, return to the library list.
- Create a new book for each book that needs corrections, and follow the steps above to shoot the pages that need corrected. There will be a new book created for each book that needs correcting. Please do not shoot multiple books corrections in one correction book.

3. You will now export and sync the correction files you have created.

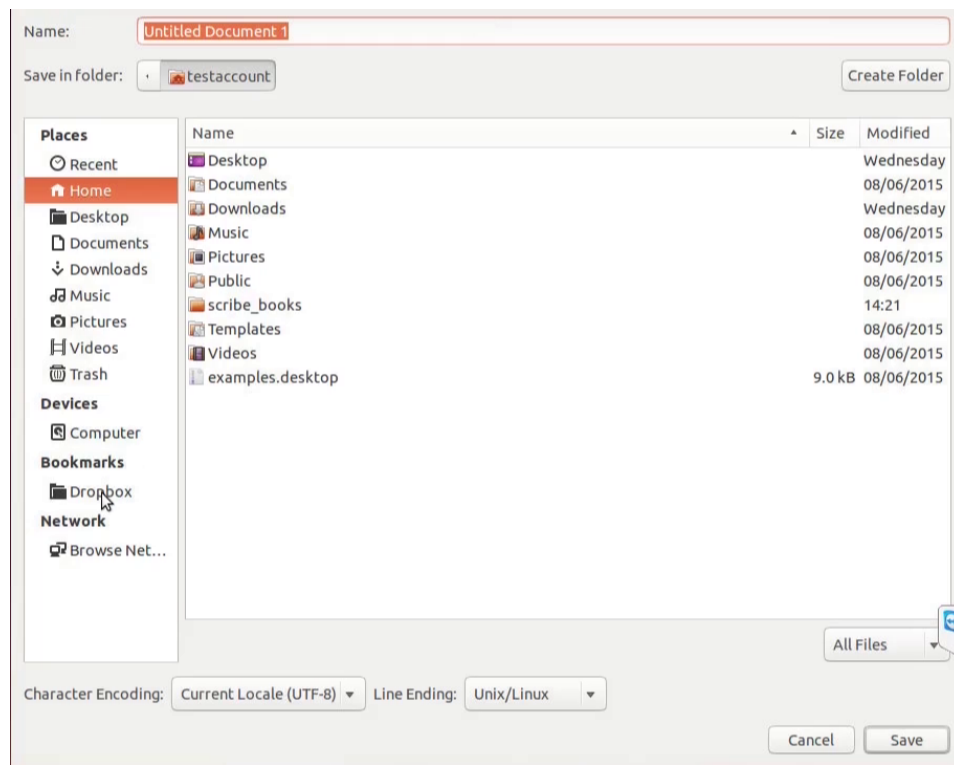
- When in the library list, click on the newly created correction book's status, which should be "Scribing (click)".



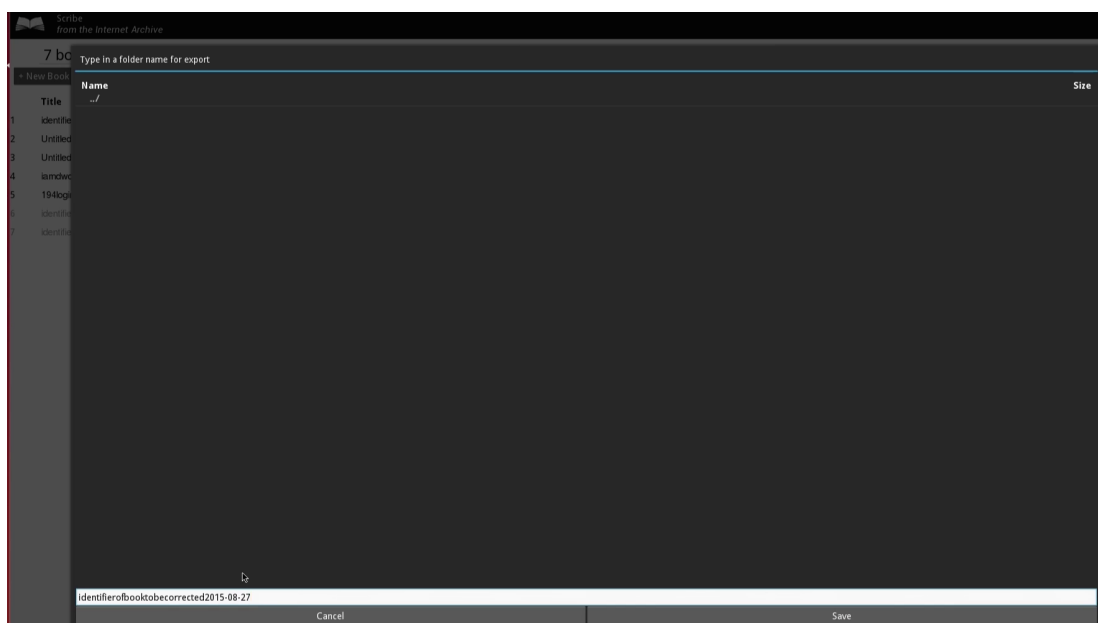
	Title	Author	Last Edit	Status	Flags	Notes
1	The Progress of ...edical Chemistry	Thudichum	03/18/2015	Scribing (click)		
2	A manual of hygiene, students and nurses		03/18/2015	Scribing (click)		
3	Fever and infecti...actical management		03/18/2015	error (click)		
4	rosamund's fix images	rosamund	03/18/2015	Scribing (click)		
5	Euthanasia, or, M...of an easy death		03/18/2015	identifier_assigned		
6	Food in health and disease		03/18/2015	identifier_assigned		
7	Food and feeding		03/18/2015	error (click)		
8	Handbook for th...a on the insane		03/18/2015	identifier_assigned		
9	Notes on nursing in eye diseases		03/18/2015	identifier_assigned		
10	The midwife's course...nd private nursing		03/18/2015	identifier_assigned		
11	Diseases and the... London Hospital		03/18/2015	identifier_assigned		
12	Practical remarks...ncy and childhood		03/18/2015	identifier_assigned		
13	How to nurse sick... Sick Children ...		03/18/2015	identifier_assigned		
14	Some methods a...ical dentistry		03/18/2015	identifier_assigned		
15	Ueber die Wechsel...n Leib und Seele		03/18/2015	error (click)		
16	Untitled		03/18/2015	upload_queued		
17	A manual of an...enior students		03/18/2015	identifier_assigned		
18	An introduction to...for practical work		03/18/2015	identifier_assigned		

- Choose "Export" from the list of available actions.

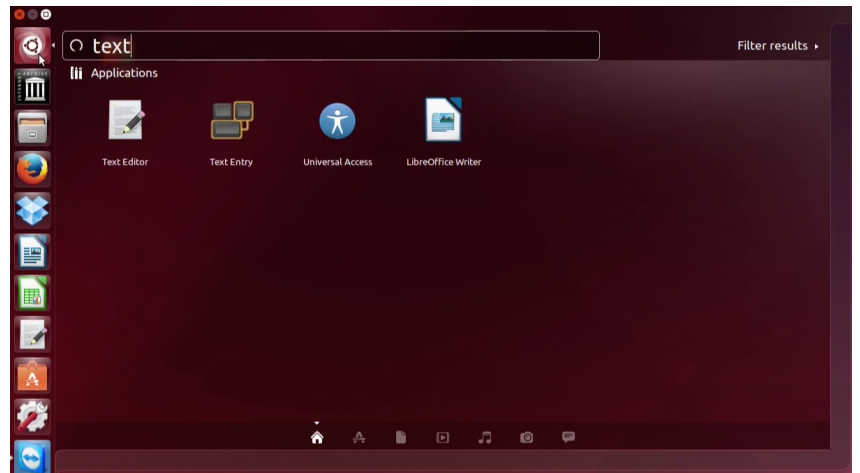
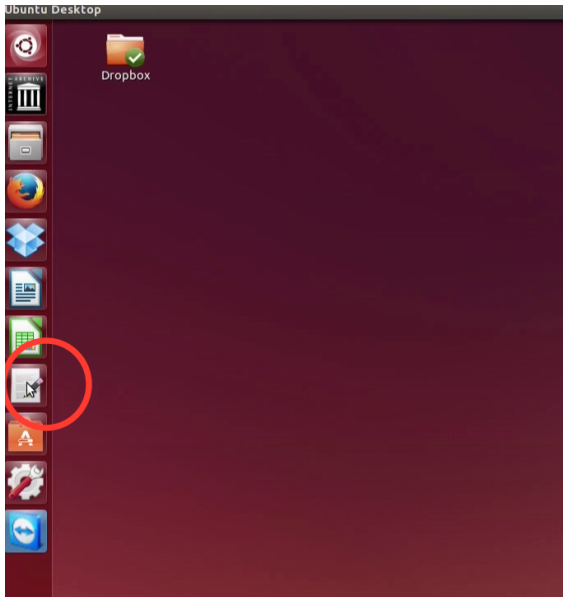
- Navigate to “Dekstop -> Dropbox -> [scan center name]” (e.g. “Desktop/ Dropbox/tt_partner”).



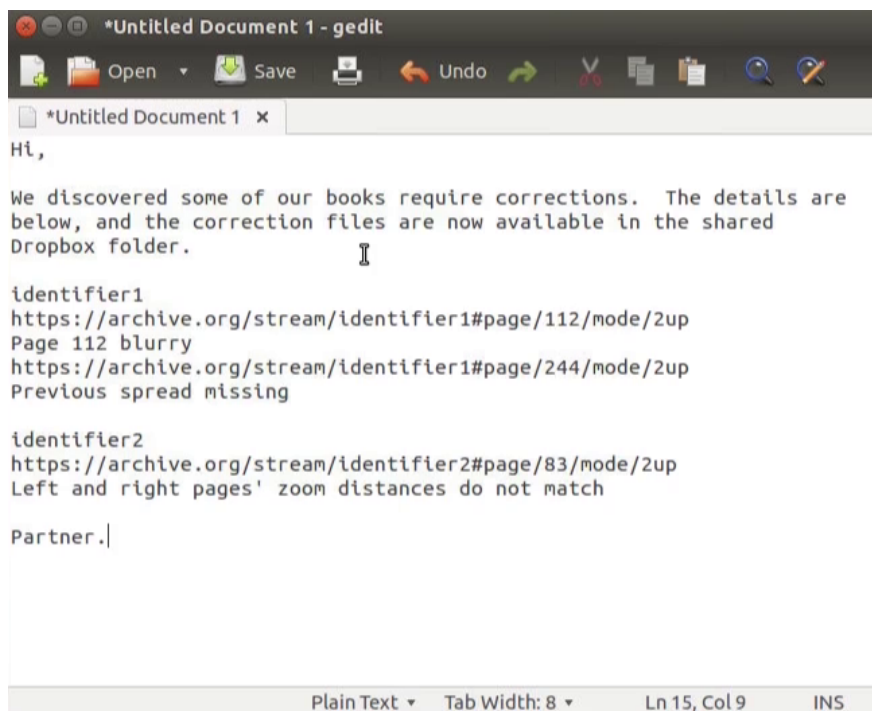
- Using the text input box at the bottom of the pop up window, enter the book’s identifier followed by today’s date. The file naming convention should be “[identifier]YYYY-MM-DD” (e.g. “TheVoynichManuscript2015-09-04”).



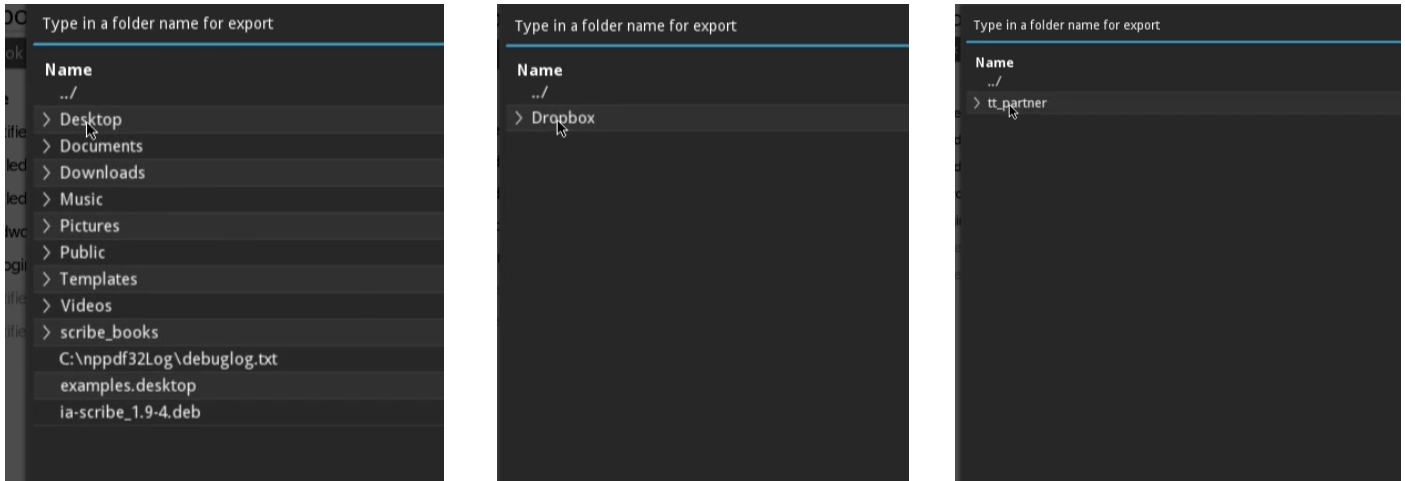
- Click the “Save” button. The book’s correction image files will now be exported to the local Dropbox folder, then automatically synced to our processing team.
- Launch the Text Editor application by clicking on its icon on the launcher bar on the left side of your screen. You can also click on the Ubuntu logo on the top left of the bar, and search for “Text”.



- Copy and paste the book’s correction details from the correction request email you received from our processing team into the text editor.



- Click the “Save” button. A window will appear.
- Navigate to the book’s Dropbox folder by clicking the Dropbox bookmark on the left of the pop up window, or navigating to “Desktop -> Dropbox -> [scan center]/[identifierYYY-MM-DD]” (e.g. “Desktop/Dropbox/tt_partner/TheVoynichManuscript2015-09-04”).



- Name the file “details”.
- Click the “Save” button. The book’s details.txt file will now automatically sync to our processing team.
- Please reply to our corrections request email to notify us that the correction files are available.
- Our processing team will notify you via email when the correction is complete.
- You may delete the correction book from the library list within the Table Top Scribe software, but please do not delete the exported copy in the Dropbox folder.

4. If you would like to request a correction you have noticed on an uploaded book, you can follow these steps:

- Locate the physical book to be corrected.
- Follow the steps in “**2. You will now create the correction image file.**” to shoot the images that need corrected.
- Follow steps in “**3. You will now export and sync the correction files you have created.**” to export your images to the Dropbox folder.
- Compose an email with the following information:
 - To: ttsprocessing@archive.org
 - Subject: Correction Request - [identifier] [YYYY-MM-DD] (e.g. “Correction Request - TheVoynichManuscript - 2015-09-04”).
 - Body:
 - Identifier
 - Hyperlink to the page in question:
 - To retrieve the hyperlink, visit “[archive.org/details/\[identifier\]](https://archive.org/details/[identifier])” (e.g. “archive.org/details/TheVoynichManuscript”).
 - Click on the “fullscreen view” icon.
 - Navigate to the page in question.
 - Copy the URL currently in your browser’s address bar, and paste it into the body of your email.
 - Details explaining the correction to be performed.
 - Repeat or any other pages within the same book in need of correcting.
- More than one book may be part of a single email, though a correction book must be created for each item which needs corrected.
- Our processing team will notify you via email when the corrections are complete.

If you have any problems or questions when making corrections to your items, contact us at ttsupport@archive.org.

You can also find a tutorial video at our zendesk Help Center:

<https://internetarchivebooks.zendesk.com/hc/>

Disassembling your TT Scribe

Before disassembling your TT Scribe into one or two crates (depending on your particular TT Scribe)

- The Table Top Scribe system will be packed into two shipping crates.
- It is recommended you group the items for each crate as you disassemble the Table Top Scribe. This will make it easier to pack the items. Refer to list below.
- Retrieve packing material from the original shipment as this will be used to repack.
- Tape will be needed.
- Save any work in progress on your computer (part 6).
- Shut down your computer to power off.
- Turn off all cameras (part 16).
- Turn off and unplug the power strips (part 25).

Peripheral Disassembly

- Remove and fold up the shroud (part 13).
- If Large Image Capture system was purchased: Remove and fold up large image capture Mat (part 26).
- Unplug and remove the LED Lights' AC Adapters (part 19).



- Remove the LED Lights (part 18).



- Unplug and remove the mouse and keyboard (part 4).
- Unplug and remove the USB camera cables (part 17). Close the USB/HDMI access hatch on the Cameras.



- Unplug and remove the USB Hub.
- Unplug and remove the Nikon J4 battery AC adapters (part 16). Release Battery Packs by pulling the Yellow Tab to the side. Close the battery pack hatch and power cable flap.



- Remove the Nikon J4 cameras (part 15). If Camera Lens is not fully retracted and closed, plug the camera in and turn it off via the power button.
- Unplug and remove the power adapter for the computer (part 7).
- Unplug and remove the power adapter for the monitor (part 9).
- Remove the power strips (part 23).
- Unplug and remove the HDMI cable (part 10).
- Remove the NUC computer (part 6).
- Detach the monitor from the base (part 8).

- Remove the monitor without the base.
- If Large Image Capture system was purchased: Retract large image capture arm (part 27).



- Tighten the knobs on the TT top frame (part 12) and secure with tape.



Main Disassembly

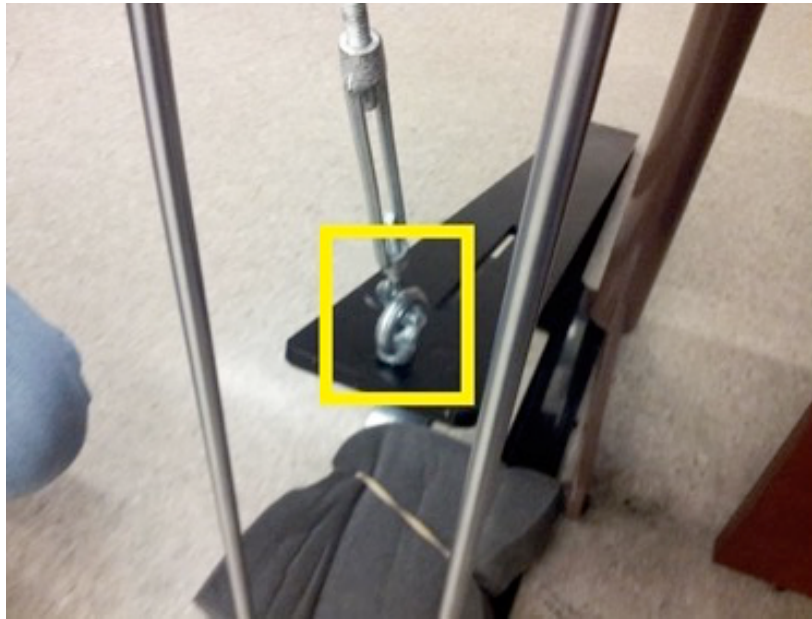
- Foot Pedal System:
 - Unscrew wingnut from foot pedal weight (part 2).



- Once detached from foot pedal base (part 1), screw wingnut back onto foot pedal weight.



- Unhook pulley cable from foot pedal base (part 1).



- Place foam padding between the foot pedal base's two pieces and secure with a rubber band.



- Wrap foot pedal base with bubble wrap and secure with a rubber band.
- Remove foot pedal steel round rods (part 3) and secure together with a rubber band.



- For easier removal: pull down the lifter arm.



- Bubble-wrap together the foot pedal base and the foot pedal steel round rods. Secure with a rubber band.



- Glass Platens & TT Frames:
 - Carefully slide out the glass (part 20) from the TT top frame (part 12). A second person is recommended to hold down the TT bottom frame (part 11) to prevent TT Scribe sliding.



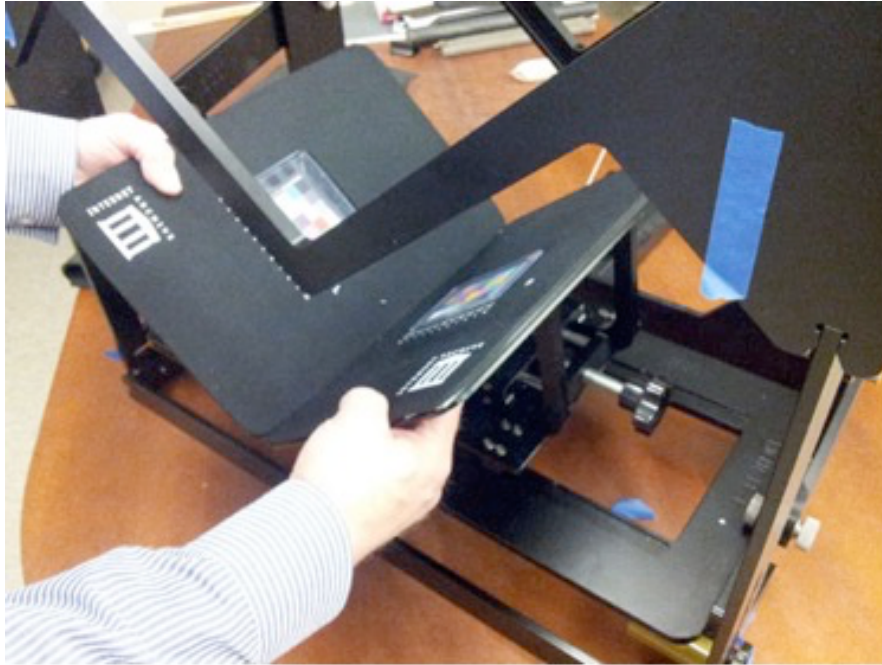
- Remove and secure glass with bubble wrap, foam, and rubber bands.



- Secure hex bolts and knobs on TT top and bottom frame with tape.



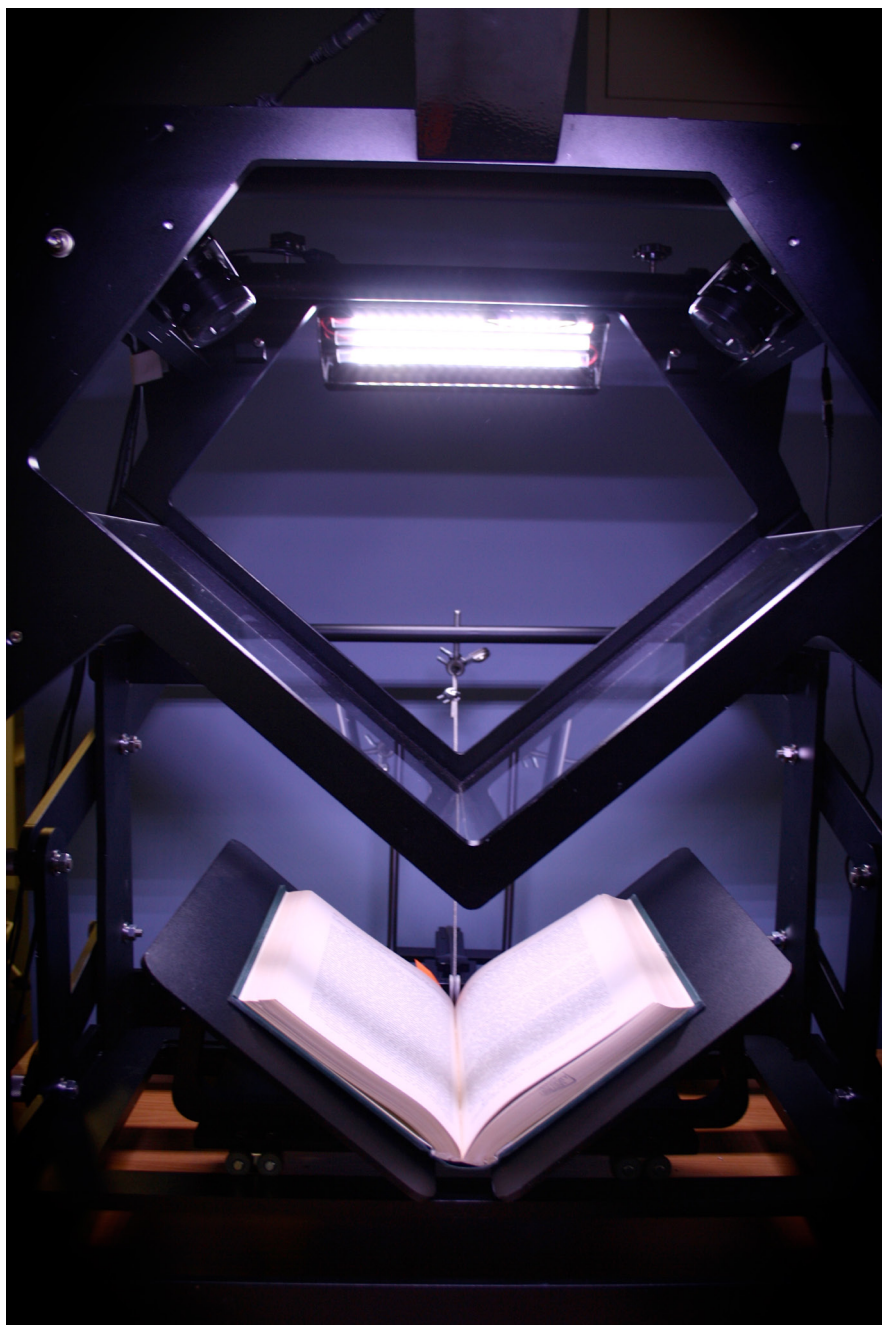
- Remove the V block, cradle & color mat (part 5) from the TT bottom frame (part 11).



- Detach the TT top frame (part 12) from the TT bottom frame by lifting it from the side.

Your disassembly is now complete!

If you have any questions or issues when disassembling your Table Top Scribe, please email ttsupport@archive.org.



Need help? Contact us.

Email: ttsupport@archive.org

Support: <https://internetarchivebooks.zendesk.com/hc/>

Phone:

(UK) +44 (0) 20 7611 2047

(US) +1 260 421 1222

(China) +86 158 1857 5357